HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג׳ - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK

SIS

Student Information System

Hebrew Union College – Jewish Institute of Religion
Student User's Manual (SIS)

March 26, 2015

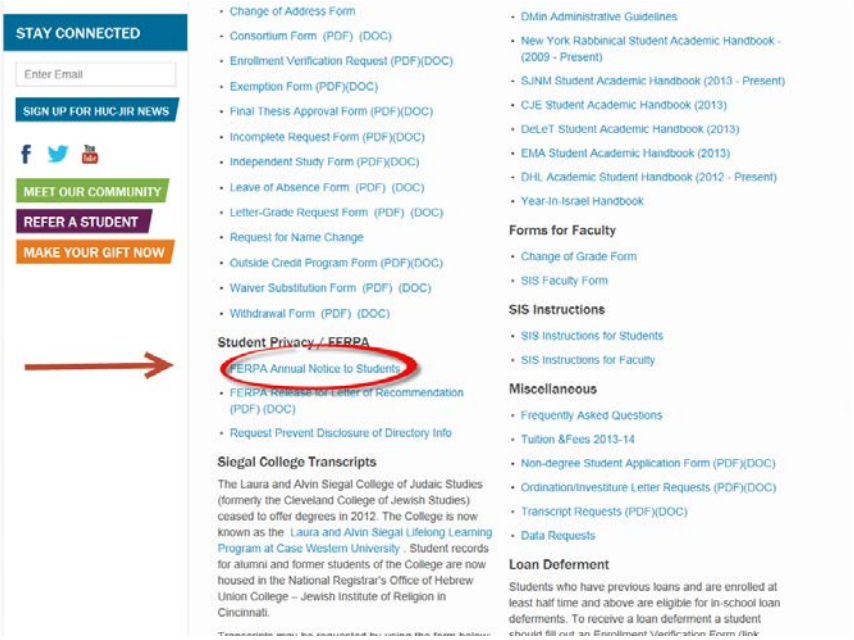
Table of Contents

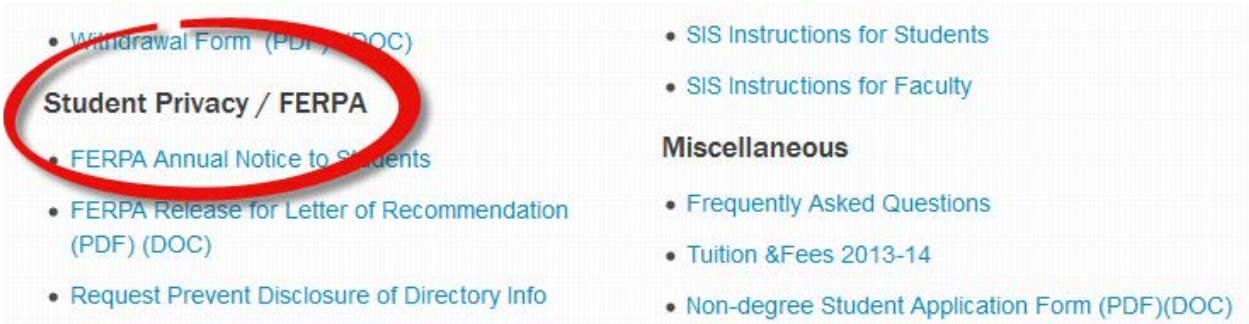
1. FERPA reminder 3
2. Locate HUC-JIR websites 4
3. Introduction to SIS 5
4. Accessing your account: 7
5. List of courses offered for a semester 8
6. Changing your password 12
7. Update personal information 13
8. Emergency contact information 14
9. Information on administrative and financial holds 15
10. List of courses being offered for a semester 16
11. Registering for cross-campus courses 18
12. Student self-registration guide 19
13. Pending registrations 23
14. View and print your course schedule 26
15. Student schedule summary 28
16. View and print your unofficial transcript 29
17. Requesting an official transcript 31
18. Combining HUC-JIR and personal e-mail addresses 32
19. Quick instructions – log-in / register for courses 35
20. Financial aid award letter 36
21. Accepting or declining your financial aid 37
22. Missing financial aid documents 39
23. Current tuition bill and tuition account detail 40
24. Financial aid shopping sheet 42

1. FERPA reminder

FERPA Annual Notice to Students: Access to Student Record Hebrew Union College-Jewish Institute of Religion annually informs students of the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended. The Office of the National Registrar will disclose FERPA information by publishing a notice on the College-Institute's Registrar Website and in other appropriate locations. This annual notice shall prescribe the procedures whereby a student may make a formal request for non-disclosure of directory information, exercise the right to inspect and review education records, request an amendment of education records and obtain a copy of the College-Institute's education records policy. The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

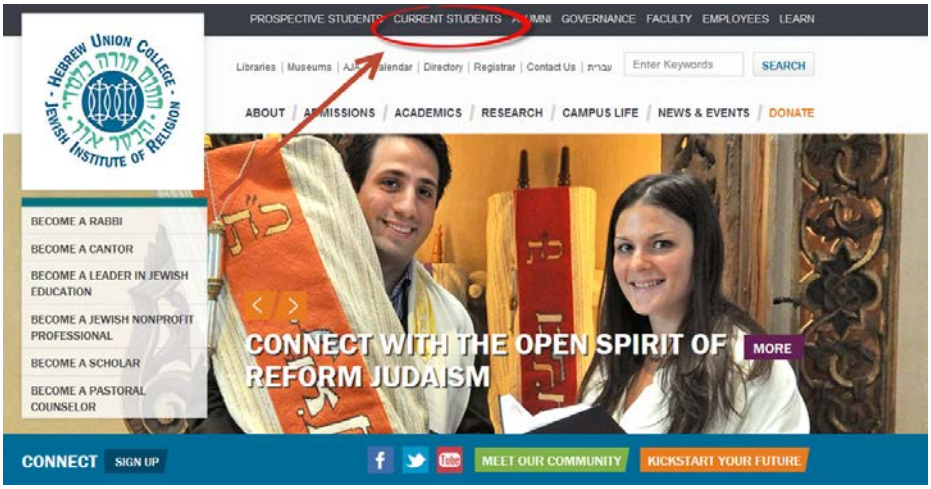
http://huc.edu/registrar/docs/FERPA%20Annual%20Notice%20to%20Students%202012.pdf


STAY CONNECTED
Enter Email
SIGN UP FOR HUC JIR NEWS
MEET OUR COMMUNITY
REFER A STUDENT
MAKE YOUR GIFT NOW
Change of Address Form
Consortium Form (PDF) (DOC)
Enrollment Verification Request (PDF)(DOC)
Exemption Form (PDF)(DOC)
Final Thesis Approval Form (PDF)(DOC)
Incomplete Request Form (PDF)(DOC)
Independent Study Form (PDF)(DOC)
Leave of Absence Form (PDF) (DOC)
Letter-Grade Request Form (PDF) (DOC)
Request for Name Change
Outside Credit Program Form (PDF)(DOC)
Waiver Substitution Form (PDF) (DOC)
Withdrawal Form (PDF) (DOC)
Student Privacy / FERPA
FERPA Annual Notice to Students
FERPA Release for Letter of Recommendation (PDF) (DOC)
Request Prevent Disclosure of Directory Info
Siegal College Transcripts
The Laura and Alvin Siegal College of Judaic Studies (formerly the Cleveland College of Jewish Studies) ceased to offer degrees in 2012. The College is now known as the Laura and Alvin Siegal Lifelong Learning Program at Case Western University . Student records for alumni and former students of the College are now housed in the National Registrar's Office of Hebrew Union College – Jewish Institute of Religion in Cincinnati.
DMin Administrative Guidelines
New York Rabbinical Student Academic Handbook - (2009 - Present)
SJNM Student Academic Handbook (2013 - Present)
CJE Student Academic Handbook (2013)
DeLeT Student Academic Handbook (2013)
EMA Student Academic Handbook (2013)
DHL Academic Student Handbook (2012 - Present)
Year-In-Israel Handbook
Forms for Faculty
Change of Grade Form
SIS Faculty Form
SIS Instructions
SIS Instructions for Students
SIS Instructions for Faculty
Miscellaneous
Frequently Asked Questions
Tuition &Fees 2013-14
Non-degree Student Application Form (PDF)(DOC)
Ordination/Investiture Letter Requests (PDF)(DOC)
Transcript Requests (PDF)(DOC)
Data Requests
Loan Deferment
Students who have previous loans and are enrolled at least half time and above are eligible for in-school loan deferments. To receive a loan deferment a student


Withdrawal Form (PDF) (DOC)
Student Privacy / FERPA
FERPA Annual Notice to Students
FERPA Release for Letter of Recommendation (PDF) (DOC)
Request Prevent Disclosure of Directory Info
SIS Instructions for Students
SIS Instructions for Faculty
Miscellaneous
Frequently Asked Questions
Tuition &Fees 2013-14
Non-degree Student Application Form (PDF)(DOC)

2. Locate HUC-JIR websites

Listed on the home page: www.huc.edu under Current Students is a list of locations for various websites for HUC-JIR.



1. Jewish Studies Portal (JSP) - https://jsp.huc.edu/Citrix/XenApp/auth/login.aspx

2. Student Information System (SIS) - https://sis.huc.edu/fusebox.cfm

3. Sakai - https://huc.anisakai.com/portal

4. Email - https://owa.huc.edu/owa/auth/logon.aspx?replaceCurrent=1&reason=3&url=https%3a%2f%2fowa.huc.edu%2fowa%2f

5. Libraries - http://huc.edu/research/libraries

6. National Registrar - http://huc.edu/academics/national-registrar

7. Fiancial Aid - http://huc.edu/admissions/financial-aid-scholarships

8. Student Billing - http://huc.edu/student-billing

9. Campus Directions (Campus Life) - http://huc.edu/campus-life

10. Directory - http://huc.edu/directory

11. Calendars - http://huc.edu/news-events/calendar/additional-calendars

12. LiveText - http://huc.edu/about/institutional-research-assessment

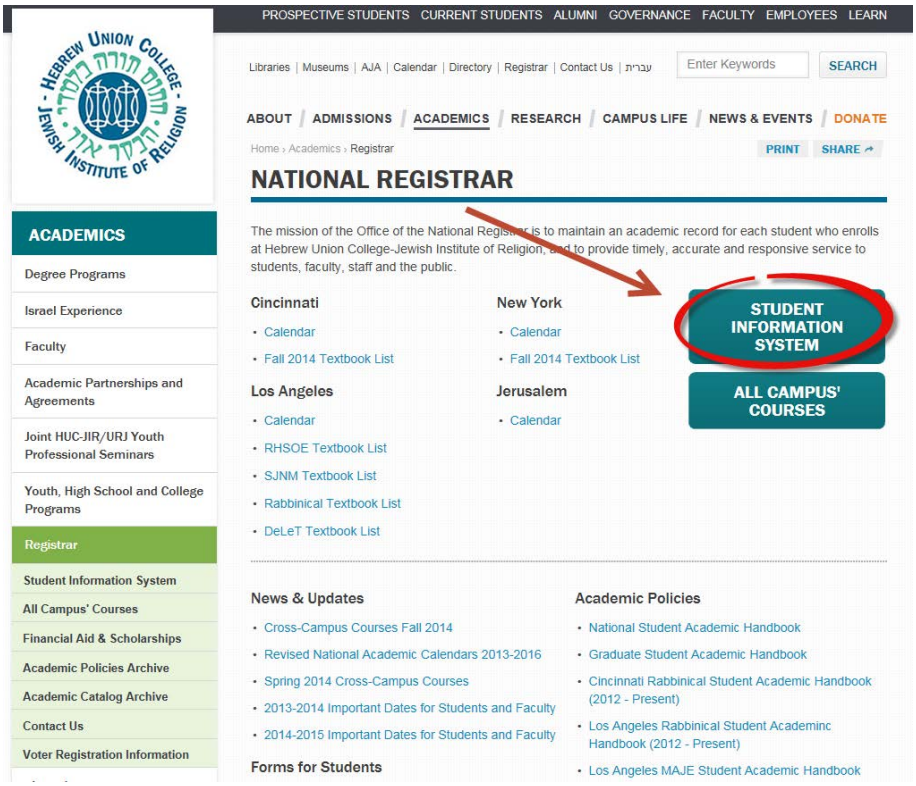
3. Introduction to SIS

The website for our Student Information System can be found at:

sis.huc.edu

There is also a quick link to the Student Information System on the Registrar's page:

http://huc.edu/registrar/

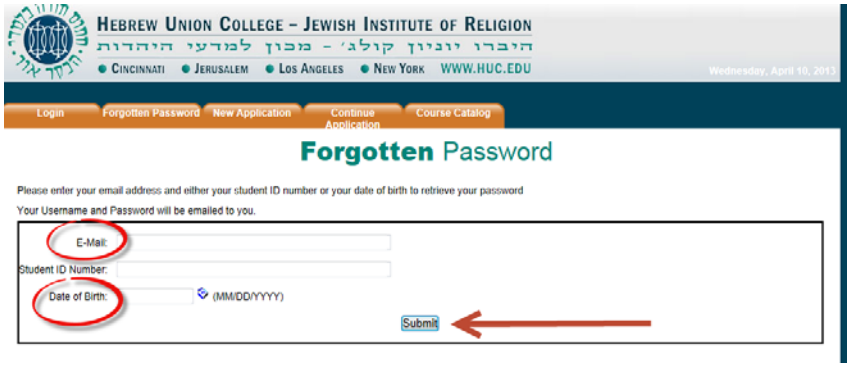

PROSPECTIVE STUDENTS CURRENT STUDENTS ALUMNI GOVERNANCE FACULTY EMPLOYEES LEARN
Libraries | Museums | AJA | Calendar | Directory | Registrar | Contact Us | עברית
Enter Keywords
SEARCH
ABOUT | ADMISSIONS | ACADEMICS | RESEARCH | CAMPUS LIFE | NEWS & EVENTS | DONATE
Home › Academics › Registrar
PRINT SHARE
NATIONAL REGISTRAR
The mission of the Office of the National Registrar is to maintain an academic record for each student who enrolls at Hebrew Union College-Jewish Institute of Religion, and to provide timely, accurate and responsive service to students, faculty and the public.
ACADEMICS
Degree Programs
Israel Experience
Faculty
Academic Partnerships and Agreements
Joint HUC-JIR/URJ Youth Professional Seminars
Youth, High School and College Programs
Registrar
Student Information System
All Campus' Courses
Financial Aid & Scholarships
Academic Policies Archive
Academic Catalog Archive
Contact Us
Voter Registration Information
Cincinnati
Calendar
Fall 2014 Textbook List
New York
Calendar
Fall 2014 Textbook List
Los Angeles
Calendar
RHSOE Textbook List
SJNM Textbook List
Rabbinical Textbook List
DeLeT Textbook List
Jerusalem
Calendar
STUDENT INFORMATION SYSTEM
ALL CAMPUS' COURSES
News & Updates
Cross-Campus Courses Fall 2014
Revised National Academic Calendars 2013-2016
Spring 2014 Cross-Campus Courses
2013-2014 Important Dates for Students and Faculty
2014-2015 Important Dates for Students and Faculty
Forms for Students
Academic Policies
National Student Academic Handbook
Graduate Student Academic Handbook
Cincinnati Rabbinical Student Academic Handbook (2012 - Present)
Los Angeles Rabbinical Student Academinc Handbook (2012 - Present)
Los Angeles MAJE Student Academic Handbook

The opening page of the website looks like this:

HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Forgotten Password
New Application
Continue Application
Course Catalog
HUC-JIR
SIS Login Page
username
password
Submit
AUTHENTICATION REQUIRED:
You are attempting to log in to the HUC-JIR Student Information Website.
Unauthorized access is prohibited and will be prosecuted to the fullest extent available under law.
If you are an applicant and need a username and password please email: admissions@huc.edu
If you are a current student and do not have a username and password, please email registrar@huc.edu to request an account or for help resetting your password.
This site was designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this website through a different browser, or, if you have javascript support disabled, some portions of the site may not display correctly and functionality might be impaired. You can download Mozilla Firefox for free from
look at the settings page available at

From here you can find information on how to:

a. Locate forgotten password -
   - Click on the Forgotten Password tab circled above.
   - Enter your HUC-JIR email address.
   - Once you enter your HUC-JIR email address and date of birth: the SIS will email you your user name and password to your HUC-JIR email address.
   - You do not need to enter your Student ID Number.


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Login
Forgotten Password
New Application
Continue Application
Course Catalog
Forgotten Password
Please enter your email address and either your student ID number or your date of birth to retrieve your password
Your Username and Password will be emailed to you.
E-Mail:
Student ID Number:
Date of Birth:
(MM/DD/YYYY)
Submit

b. See all the courses offered in a given semester using the "Course Catalog" tab.
c. Login to your account using your user name and password.

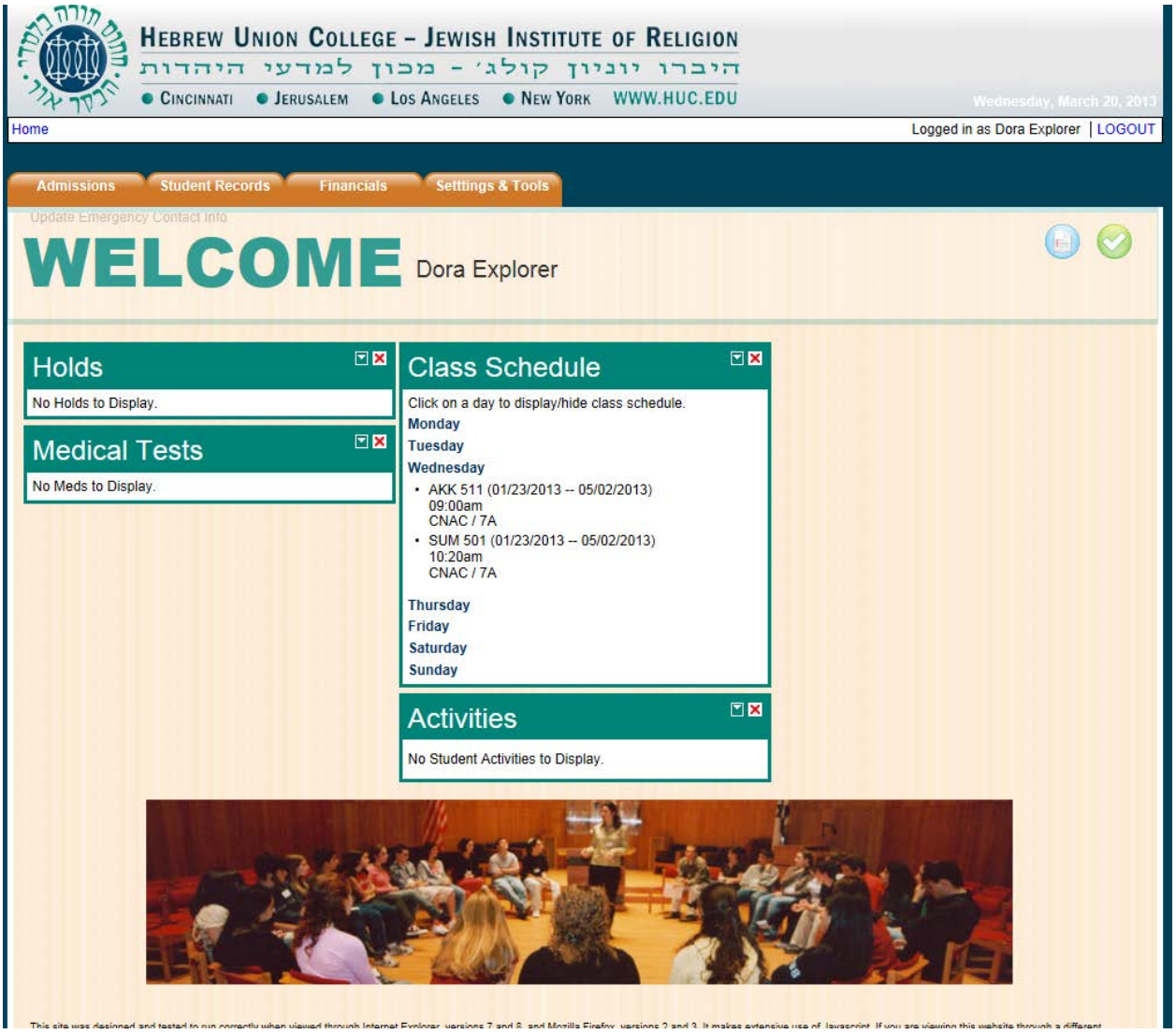
4. Accessing your account:

a. Enter your user name in the textbox above the label: username.
   - Your user name is not case sensitive.

b. Enter your password in the textbox.
   - Your password is case sensitive.

(If you are having issues please e-mail the National Office of the Registrar registrar@huc.edu for assistance.)

After you enter your user name / password and are logged in, you will see a screen similar to this:



5. List of courses offered for a semester

You may locate all courses through the National Registrar's page and click on ALL Campus Courses or go through the Student Information System (SIS).

Registrar: www.huc.edu/registrar

SIS: www.sis.huc.edu

NATIONAL REGISTRAR

The mission of the Office of the National Registrar is to maintain an academic record for each student who enrolls at Hebrew Union College-Jewish Institute of Religion, and to provide timely, accurate and responsive service to students, faculty, staff and the public.

Cincinnati

- Calendar
- Fall 2014 Textbook List

New York

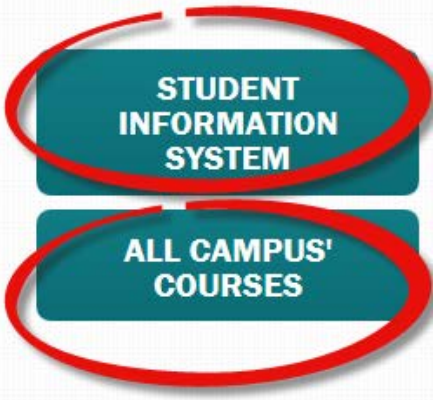
- Calendar
- Fall 2014 Textbook List

Los Angeles

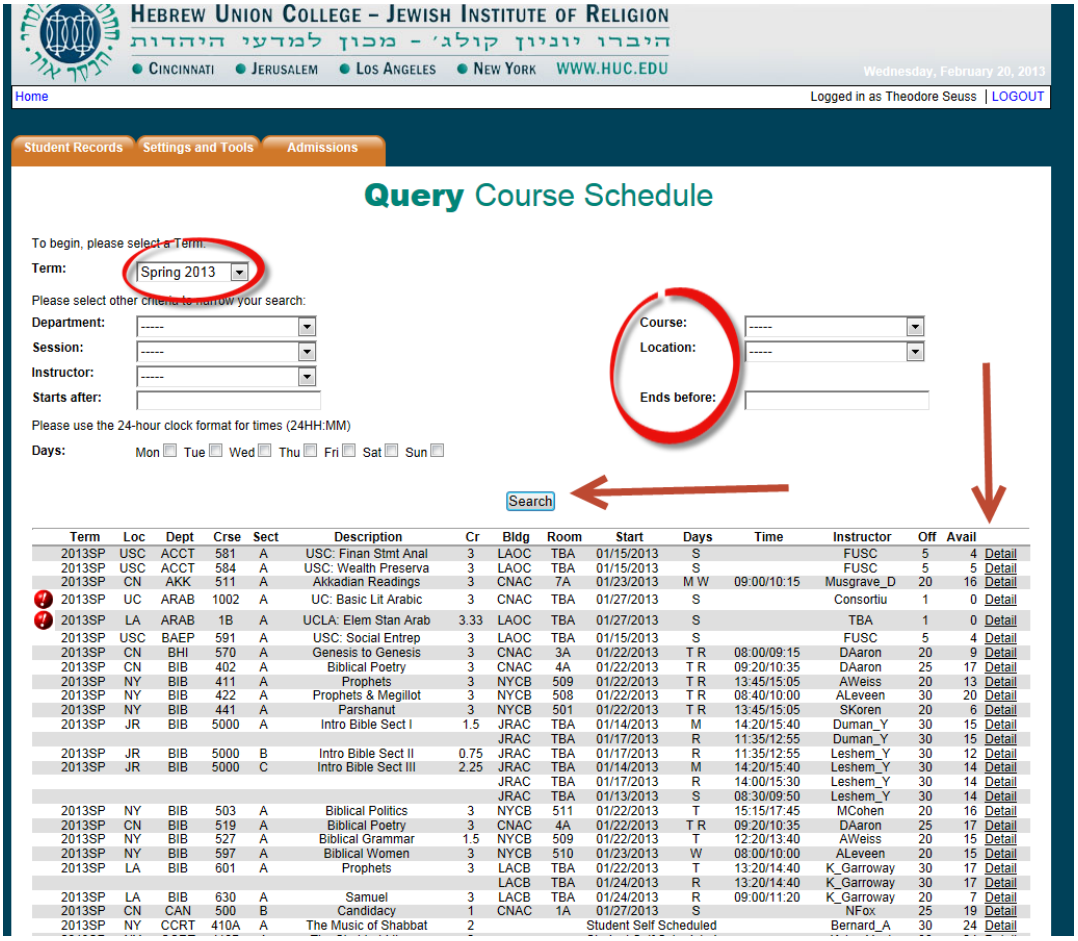
- Calendar
- RHSOE Textbook List
- SJNM Textbook List
- Rabbinical Textbook List
- DeLeT Textbook List

Jerusalem

- Calendar



You must choose a term and location for anything to populate. Enter as much information as you like, but again the minimum populated must be term and location.

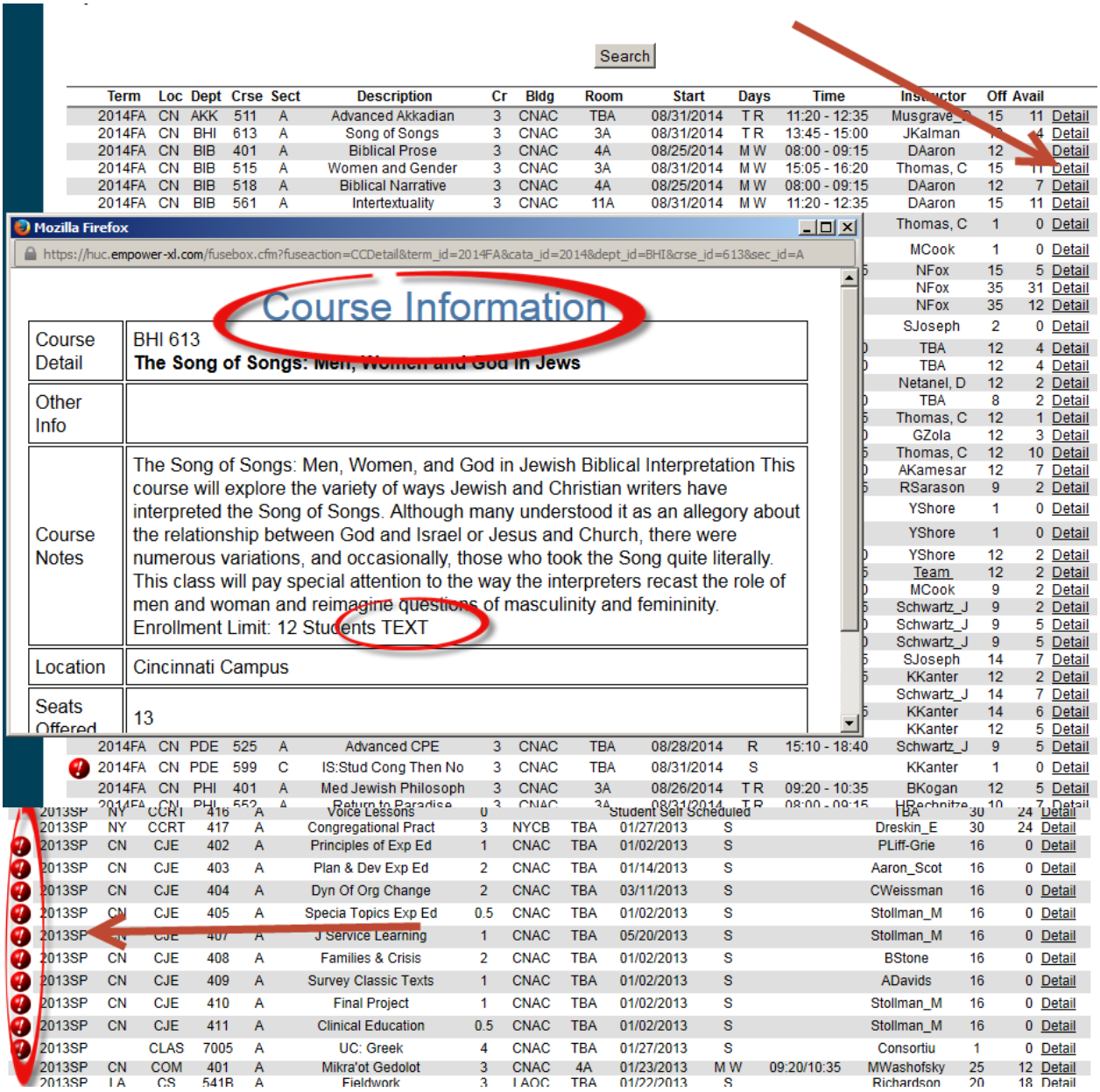


Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
2013SP	USC	ACCT	581	A	USC: Finan Stmt Anal	3	LAOC	TBA	01/15/2013	S		FUSC	5	4	Detail
2013SP	USC	ACCT	584	A	USC: Wealth Preserva	3	LAOC	TBA	01/15/2013	S		FUSC	5	5	Detail
2013SP	CN	AKK	511	A	Akkadian Readings	3	CNAC	7A	01/23/2013	M W	09:00/10:15	Musgrave_D	20	16	Detail
2013SP	UC	ARAB	1002	A	UC: Basic Lit Arabic	3	CNAC	TBA	01/27/2013	S		Consortiu	1	0	Detail
2013SP	LA	ARAB	1B	A	UCLA: Elem Stan Arab	3.33	LAOC	TBA	01/27/2013	S		TBA	1	0	Detail
2013SP	USC	BAEP	591	A	USC: Social Entrep	3	LAOC	TBA	01/15/2013	S		FUSC	5	4	Detail
2013SP	CN	BHI	570	A	Genesis to Genesis	3	CNAC	3A	01/22/2013	T R	08:00/09:15	DAaron	20	9	Detail
2013SP	CN	BIB	402	A	Biblical Poetry	3	CNAC	4A	01/22/2013	T R	09:20/10:35	DAaron	25	17	Detail
2013SP	NY	BIB	411	A	Prophets	3	NYCB	509	01/22/2013	T R	13:45/15:05	AWeiss	20	13	Detail
2013SP	NY	BIB	422	A	Prophets & Megillot	3	NYCB	508	01/22/2013	T R	08:40/10:00	ALeveen	30	20	Detail
2013SP	NY	BIB	441	A	Parshanut	3	NYCB	501	01/22/2013	T R	13:45/15:05	SKoren	20	6	Detail
2013SP	JR	BIB	5000	A	Intro Bible Sect I	1.5	JRAC	TBA	01/14/2013	M	14:20/15:40	Duman_Y	30	15	Detail
							JRAC	TBA	01/17/2013	R	11:35/12:55	Duman_Y	30	15	Detail
2013SP	JR	BIB	5000	B	Intro Bible Sect II	0.75	JRAC	TBA	01/17/2013	R	11:35/12:55	Leshem_Y	30	12	Detail
2013SP	JR	BIB	5000	C	Intro Bible Sect III	2.25	JRAC	TBA	01/14/2013	M	14:20/15:40	Leshem_Y	30	14	Detail
							JRAC	TBA	01/17/2013	R	14:00/15:30	Leshem_Y	30	14	Detail
							JRAC	TBA	01/13/2013	S	08:30/09:50	Leshem_Y	30	14	Detail
2013SP	NY	BIB	503	A	Biblical Politics	3	NYCB	511	01/22/2013	T	15:15/17:45	MCohen	20	16	Detail
2013SP	CN	BIB	519	A	Biblical Poetry	3	CNAC	4A	01/22/2013	T R	09:20/10:35	DAaron	25	17	Detail
2013SP	NY	BIB	527	A	Biblical Grammar	1.5	NYCB	509	01/22/2013	T	12:20/13:40	AWeiss	20	15	Detail
2013SP	NY	BIB	597	A	Biblical Women	3	NYCB	510	01/23/2013	W	08:00/10:00	ALeveen	20	15	Detail
2013SP	LA	BIB	601	A	Prophets	3	LACB	TBA	01/22/2013	T	13:20/14:40	K_Garroway	30	17	Detail
							LACB	TBA	01/24/2013	R	13:20/14:40	K_Garroway	30	17	Detail
2013SP	LA	BIB	630	A	Samuel	3	LACB	TBA	01/24/2013	R	09:00/11:20	K_Garroway	20	7	Detail
2013SP	CN	CAN	500	B	Candidacy	1	CNAC	1A	01/27/2013	S		NFox	25	19	Detail
2013SP	NY	CCRT	410A	A	The Music of Shabbat	2			Student Self Scheduled			Bernard_A	30	24	Detail

The "Detail" function is an important and often overlooked link that will show the following:

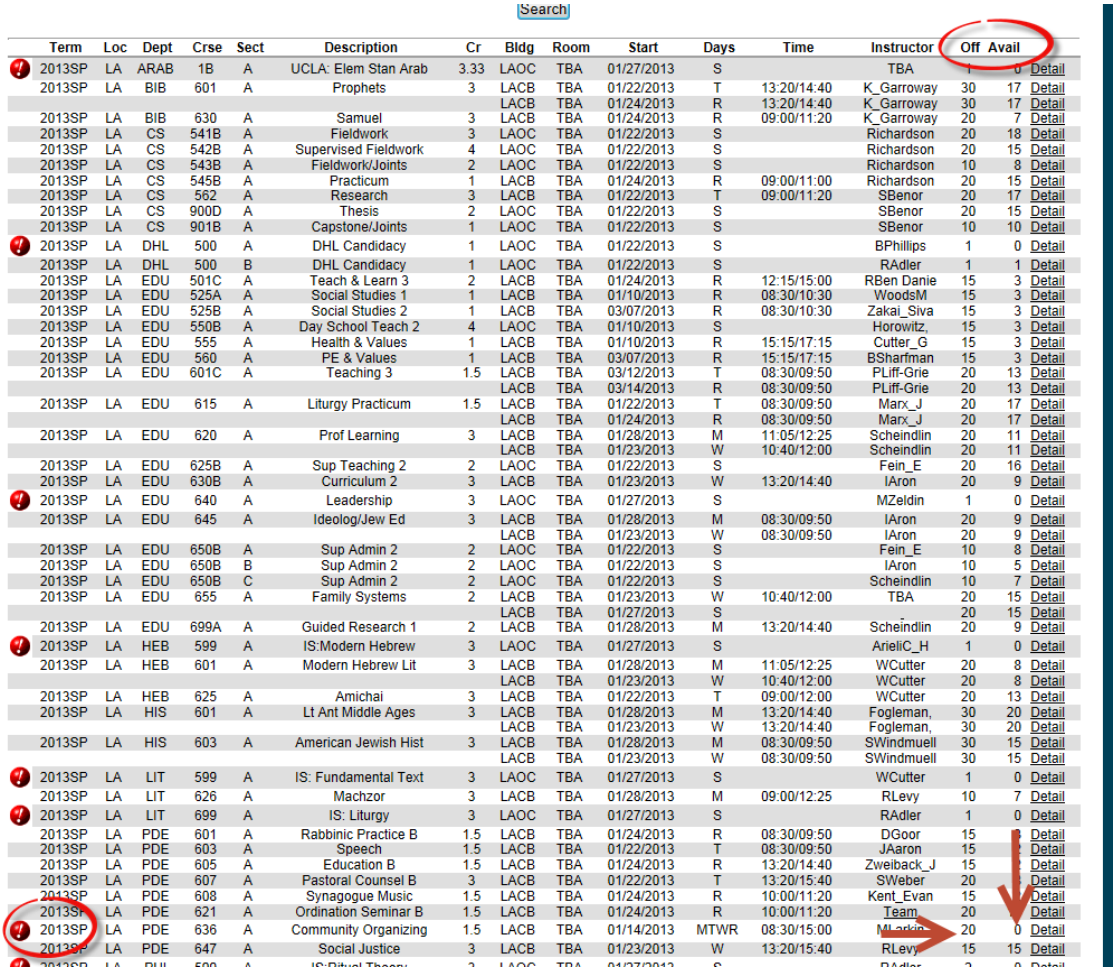
1. Course Detail – Title and Number of the course
2. Other Information – Text, Non-text, Elective
3. Course Notes – Description of the course itself
4. Location – Which campus this course is being offered
5. Seats Offered
6. Seats Available

The "Course" details function can also list other information about a course including additional expenses if needed and if consent of the instructor is required.


Search
Mozilla Firefox
https://huc.empower-xl.com/fusebox.cfm?fuseaction=CCDetail&term_id=2014FA&cata_id=2014&dept_id=BHI&crse_id=613&sec_id=A
Course Information
Course Detail
BHI 613
The Song of Songs: Men, Women and God in Jews
Other Info
Course Notes
The Song of Songs: Men, Women, and God in Jewish Biblical Interpretation This course will explore the variety of ways Jewish and Christian writers have interpreted the Song of Songs. Although many understood it as an allegory about the relationship between God and Israel or Jesus and Church, there were numerous variations, and occasionally, those who took the Song quite literally. This class will pay special attention to the way the interpreters recast the role of men and woman and reimagine questions of masculinity and femininity.
Enrollment Limit: 12 Students TEXT
Location
Cincinnati Campus
Seats Offered
13

When a red exclamation is shown next to the class (see image above) this means the course has met its capacity and students will need consent from the instructor to add more seats.

Off = Offered
Avail = Available



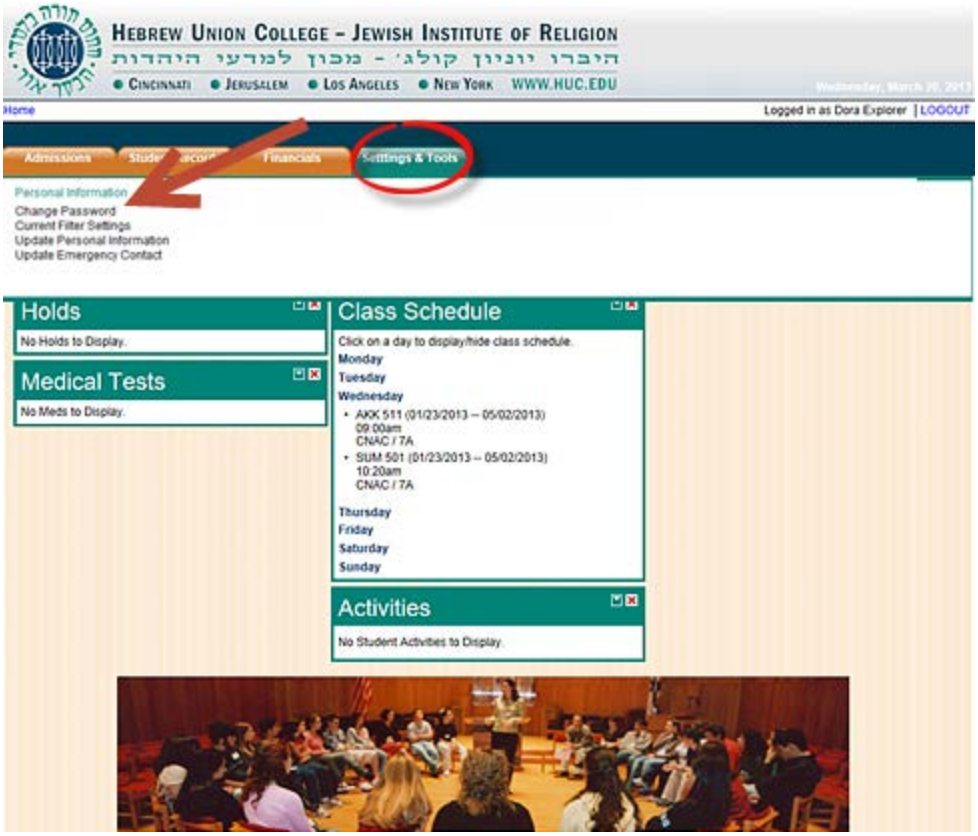
	Term	Loc	Dept	Crse	Sect	Description	Cr	Bldg	Room	Start	Days	Time	Instructor	Off	Avail	
	2013SP	LA	ARAB	1B	A	UCLA: Elem Stan Arab	3.33	LAOC	TBA	01/27/2013	S		TBA	1	0	Detail
	2013SP	LA	BIB	601	A	Prophets	3	LACB	TBA	01/22/2013	T	13:20/14:40	K_Garroway	30	17	Detail
								LACB	TBA	01/24/2013	R	13:20/14:40	K_Garroway	30	17	Detail
	2013SP	LA	BIB	630	A	Samuel	3	LACB	TBA	01/24/2013	R	09:00/11:20	K_Garroway	20	7	Detail
	2013SP	LA	CS	541B	A	Fieldwork	3	LAOC	TBA	01/22/2013	S		Richardson	20	18	Detail
	2013SP	LA	CS	542B	A	Supervised Fieldwork	4	LAOC	TBA	01/22/2013	S		Richardson	20	15	Detail
	2013SP	LA	CS	543B	A	Fieldwork/Joints	2	LAOC	TBA	01/22/2013	S		Richardson	10	8	Detail
	2013SP	LA	CS	545B	A	Practicum	1	LACB	TBA	01/24/2013	R	09:00/11:00	Richardson	20	15	Detail
	2013SP	LA	CS	562	A	Research	3	LACB	TBA	01/22/2013	T	09:00/11:20	SBenor	20	17	Detail
	2013SP	LA	CS	900D	A	Thesis	2	LAOC	TBA	01/22/2013	S		SBenor	20	15	Detail
	2013SP	LA	CS	901B	A	Capstone/Joints	1	LAOC	TBA	01/22/2013	S		SBenor	10	10	Detail
	2013SP	LA	DHL	500	A	DHL Candidacy	1	LAOC	TBA	01/22/2013	S		BPhillips	1	0	Detail
	2013SP	LA	DHL	500	B	DHL Candidacy	1	LAOC	TBA	01/22/2013	S		RAdler	1	1	Detail
	2013SP	LA	EDU	501C	A	Teach & Learn 3	2	LACB	TBA	01/24/2013	R	12:15/15:00	RBen Danie	15	3	Detail
	2013SP	LA	EDU	525A	A	Social Studies 1	1	LACB	TBA	01/10/2013	R	08:30/10:30	WoodsM	15	3	Detail
	2013SP	LA	EDU	525B	A	Social Studies 2	1	LACB	TBA	03/07/2013	R	08:30/10:30	Zakai_Siva	15	3	Detail
	2013SP	LA	EDU	550B	A	Day School Teach 2	4	LAOC	TBA	01/10/2013	S		Horowitz,	15	3	Detail
	2013SP	LA	EDU	555	A	Health & Values	1	LACB	TBA	01/10/2013	R	15:15/17:15	Cutter_G	15	3	Detail
	2013SP	LA	EDU	560	A	PE & Values	1	LACB	TBA	03/07/2013	R	15:15/17:15	BSharfman	15	3	Detail
	2013SP	LA	EDU	601C	A	Teaching 3	1.5	LACB	TBA	03/12/2013	T	08:30/09:50	PLiff-Grie	20	13	Detail
								LACB	TBA	03/14/2013	R	08:30/09:50	PLiff-Grie	20	13	Detail
	2013SP	LA	EDU	615	A	Liturgy Practicum	1.5	LACB	TBA	01/22/2013	T	08:30/09:50	Marx_J	20	17	Detail
								LACB	TBA	01/24/2013	R	08:30/09:50	Marx_J	20	17	Detail
	2013SP	LA	EDU	620	A	Prof Learning	3	LACB	TBA	01/28/2013	M	11:05/12:25	Scheindlin	20	11	Detail
								LACB	TBA	01/23/2013	W	10:40/12:00	Scheindlin	20	11	Detail
	2013SP	LA	EDU	625B	A	Sup Teaching 2	2	LAOC	TBA	01/22/2013	S		Fein_E	20	16	Detail
	2013SP	LA	EDU	630B	A	Curriculum 2	3	LACB	TBA	01/23/2013	W	13:20/14:40	IAron	20	9	Detail
	2013SP	LA	EDU	640	A	Leadership	3	LAOC	TBA	01/27/2013	S		MZeldin	1	0	Detail
	2013SP	LA	EDU	645	A	Ideolog/Jew Ed	3	LACB	TBA	01/28/2013	M	08:30/09:50	IAron	20	9	Detail
								LACB	TBA	01/23/2013	W	08:30/09:50	IAron	20	9	Detail
	2013SP	LA	EDU	650B	A	Sup Admin 2	2	LAOC	TBA	01/22/2013	S		Fein_E	10	8	Detail
	2013SP	LA	EDU	650B	B	Sup Admin 2	2	LAOC	TBA	01/22/2013	S		IAron	10	5	Detail
	2013SP	LA	EDU	650B	C	Sup Admin 2	2	LAOC	TBA	01/22/2013	S		Scheindlin	10	7	Detail
	2013SP	LA	EDU	655	A	Family Systems	2	LACB	TBA	01/23/2013	W	10:40/12:00	TBA	20	15	Detail
								LACB	TBA	01/27/2013	S			20	15	Detail
	2013SP	LA	EDU	699A	A	Guided Research 1	2	LACB	TBA	01/28/2013	M	13:20/14:40	Scheindlin	20	9	Detail
	2013SP	LA	HEB	599	A	IS:Modern Hebrew	3	LAOC	TBA	01/27/2013	S		ArieliC_H	1	0	Detail
	2013SP	LA	HEB	601	A	Modern Hebrew Lit	3	LACB	TBA	01/28/2013	M	11:05/12:25	WCutter	20	8	Detail
								LACB	TBA	01/23/2013	W	10:40/12:00	WCutter	20	8	Detail
	2013SP	LA	HEB	625	A	Amichai	3	LACB	TBA	01/22/2013	T	09:00/12:00	WCutter	20	13	Detail
	2013SP	LA	HIS	601	A	Lt Ant Middle Ages	3	LACB	TBA	01/28/2013	M	13:20/14:40	Fogleman,	30	20	Detail
								LACB	TBA	01/23/2013	W	13:20/14:40	Fogleman,	30	20	Detail
	2013SP	LA	HIS	603	A	American Jewish Hist	3	LACB	TBA	01/28/2013	M	08:30/09:50	SWindmuell	30	15	Detail
								LACB	TBA	01/23/2013	W	08:30/09:50	SWindmuell	30	15	Detail
	2013SP	LA	LIT	599	A	IS: Fundamental Text	3	LAOC	TBA	01/27/2013	S		WCutter	1	0	Detail
	2013SP	LA	LIT	626	A	Machzor	3	LACB	TBA	01/28/2013	M	09:00/12:25	RLevy	10	7	Detail
	2013SP	LA	LIT	699	A	IS: Liturgy	3	LAOC	TBA	01/27/2013	S		RAdler	1	0	Detail
	2013SP	LA	PDE	601	A	Rabbinic Practice B	1.5	LACB	TBA	01/24/2013	R	08:30/09:50	DGoor	15	[illegible]	Detail
	2013SP	LA	PDE	603	A	Speech	1.5	LACB	TBA	01/22/2013	T	08:30/09:50	JAaron	15	[illegible]	Detail
	2013SP	LA	PDE	605	A	Education B	1.5	LACB	TBA	01/24/2013	R	13:20/14:40	Zweiback_J	15	[illegible]	Detail
	2013SP	LA	PDE	607	A	Pastoral Counsel B	3	LACB	TBA	01/22/2013	T	13:20/15:40	SWeber	20	[illegible]	Detail
	2013SP	LA	PDE	608	A	Synagogue Music	1.5	LACB	TBA	01/24/2013	R	10:00/11:20	Kent_Evan	15	[illegible]	Detail
	2013SP	LA	PDE	621	A	Ordination Seminar B	1.5	LACB	TBA	01/24/2013	R	10:00/11:20	Team	20	[illegible]	Detail
	2013SP	LA	PDE	636	A	Community Organizing	1.5	LACB	TBA	01/14/2013	MTWR	08:30/15:00	MLarkin	20	0	Detail
	2013SP	LA	PDE	647	A	Social Justice	3	LACB	TBA	01/23/2013	W	13:20/15:40	RLevy	15	15	Detail

The number immediately to the left of "Detail" is the number of seats available/empty in the course at a given time and the number to the left of that is the number seats offered.

If a class is full the student can request permission to add the course by emailing the professor and the National Office of the Registrar [www.huc.edu/registrar.](http://www.huc.edu/registrar)

6. Changing your password

The first thing you should do once you login to SIS is change your password using the Settings and Tool tab and selecting Change Password.

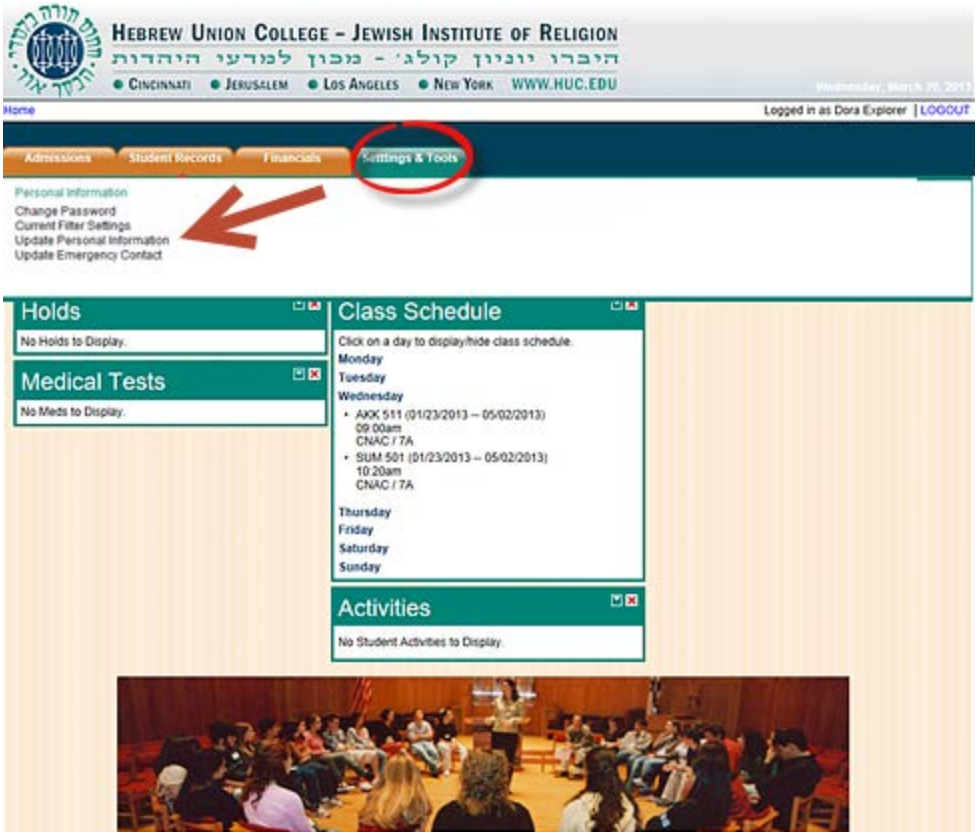


Follow the directions given to change your password to one you can easily remember, but one that is also secure.

7. Update personal information

If you have a change of permanent address, a new phone number, etc., you need to update your personal information.

- Select Settings and Tools – Update Personal Information.

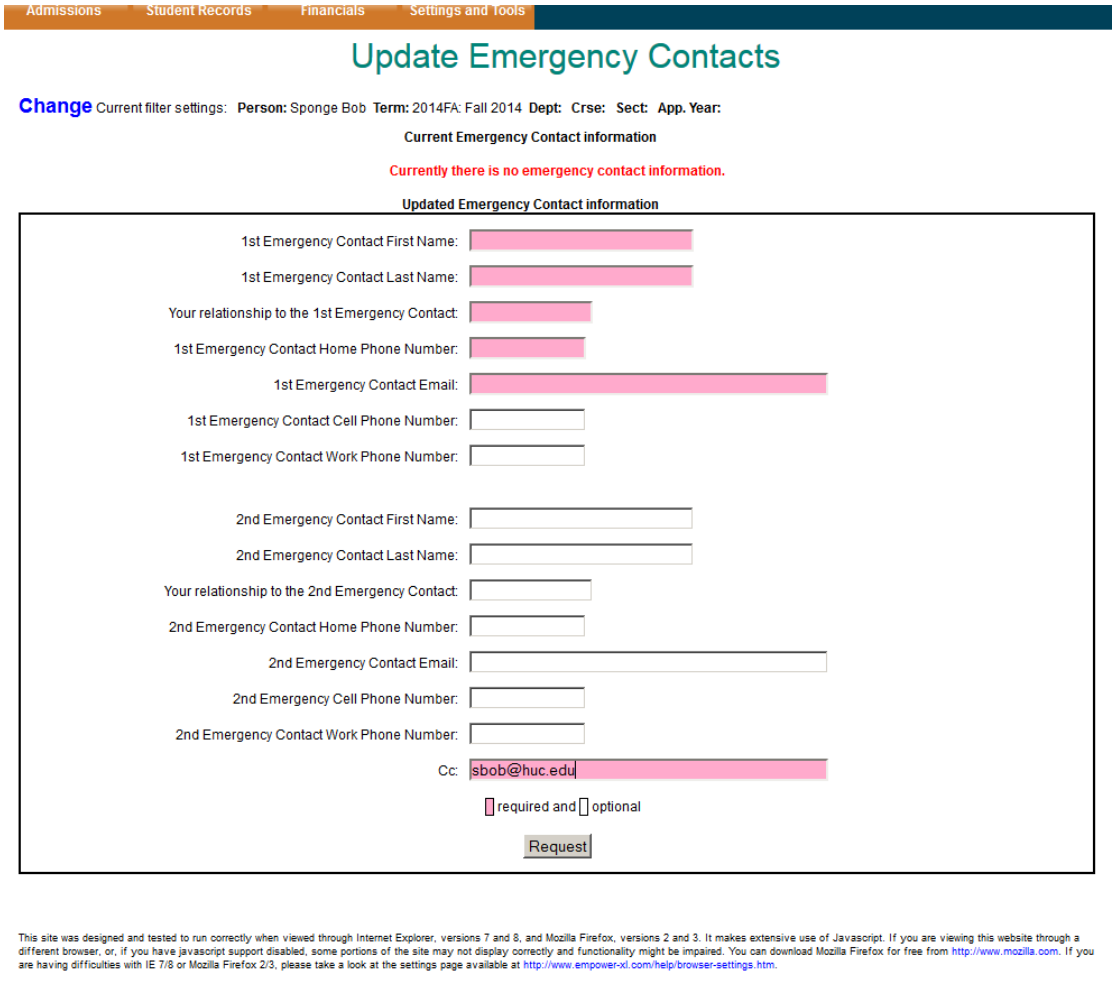


Select the appropriate information you need to update. Notice that you can select other information to update besides just your address. Please note this will take a day or so for the change to reflect in your account.

8. Emergency contact information

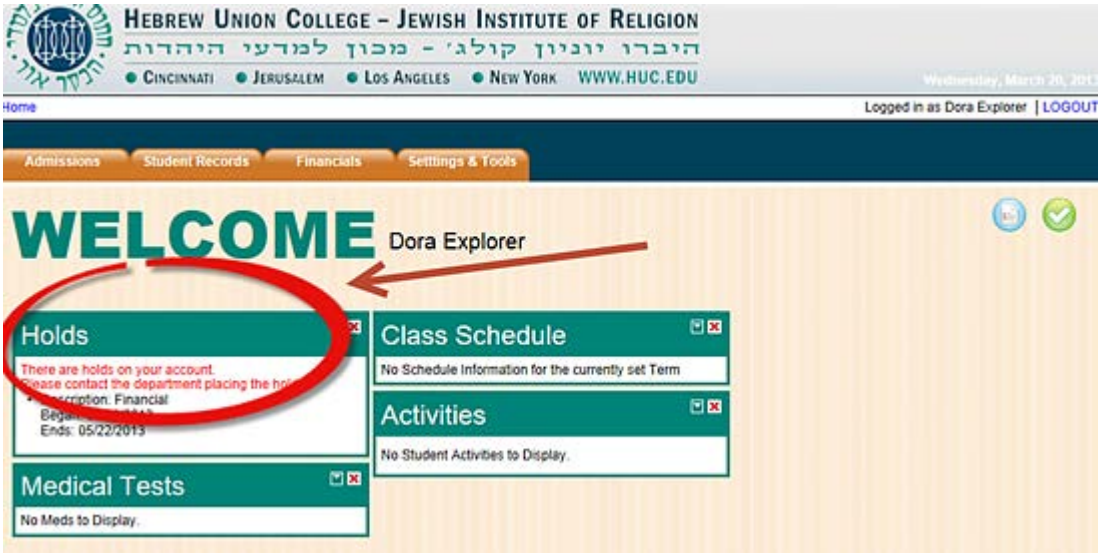
You can enter emergency contact information when you select Settings and Tools – Update Emergency Contact.

And here is the page that allows you to enter your emergency contact information or to make updates to what you entered previously.


Admissions
Student Records
Financials
Settings and Tools
Update Emergency Contacts
Change Current filter settings: Person: Sponge Bob Term: 2014FA: Fall 2014 Dept: Crse: Sect: App. Year:
Current Emergency Contact information
Currently there is no emergency contact information.
Updated Emergency Contact information
1st Emergency Contact First Name:
1st Emergency Contact Last Name:
Your relationship to the 1st Emergency Contact:
1st Emergency Contact Home Phone Number:
1st Emergency Contact Email:
1st Emergency Contact Cell Phone Number:
1st Emergency Contact Work Phone Number:
2nd Emergency Contact First Name:
2nd Emergency Contact Last Name:
Your relationship to the 2nd Emergency Contact:
2nd Emergency Contact Home Phone Number:
2nd Emergency Contact Email:
2nd Emergency Cell Phone Number:
2nd Emergency Contact Work Phone Number:
Cc: sbob@huc.edu
required and optional
Request
This site was designed and tested to run correctly when viewed through Internet Explorer, versions 7 and 8, and Mozilla Firefox, versions 2 and 3. It makes extensive use of Javascript. If you are viewing this website through a different browser, or, if you have javascript support disabled, some portions of the site may not display correctly and functionality might be impaired. You can download Mozilla Firefox for free from http://www.mozilla.com. If you are having difficulties with IE 7/8 or Mozilla Firefox 2/3, please take a look at the settings page available at http://www.empower-xl.com/help/browser-settings.htm.

9. Information on administrative and financial holds

If there is a hold on your account, you will not be able to drop or add a class, view your grades in SIS, or get a copy of your transcript. Holds are listed on the first page when you log in to SIS.

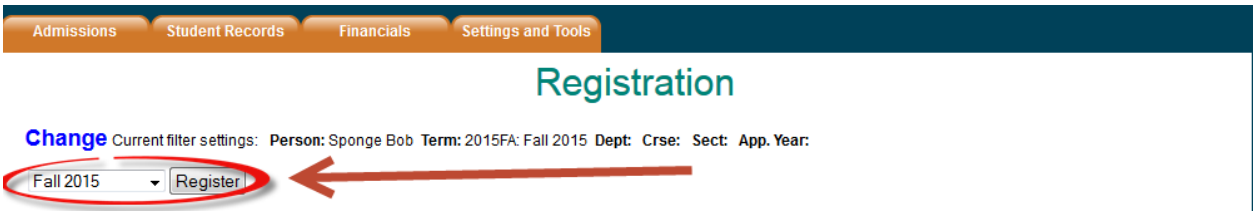


Holds are blocks on your account by the Business, Financial Aid or the National Registrar Offices. The Hold Description conveniently gives you the phone number of the office to call to find out more about the hold.

10. List of courses being offered for a semester

To obtain a list of courses being taught at HUC-JIR, select Student Records – Course Tools – Course Registration – Select a Term – Add Courses – Select Location.

Make sure to click on the correct catalog and click continue.

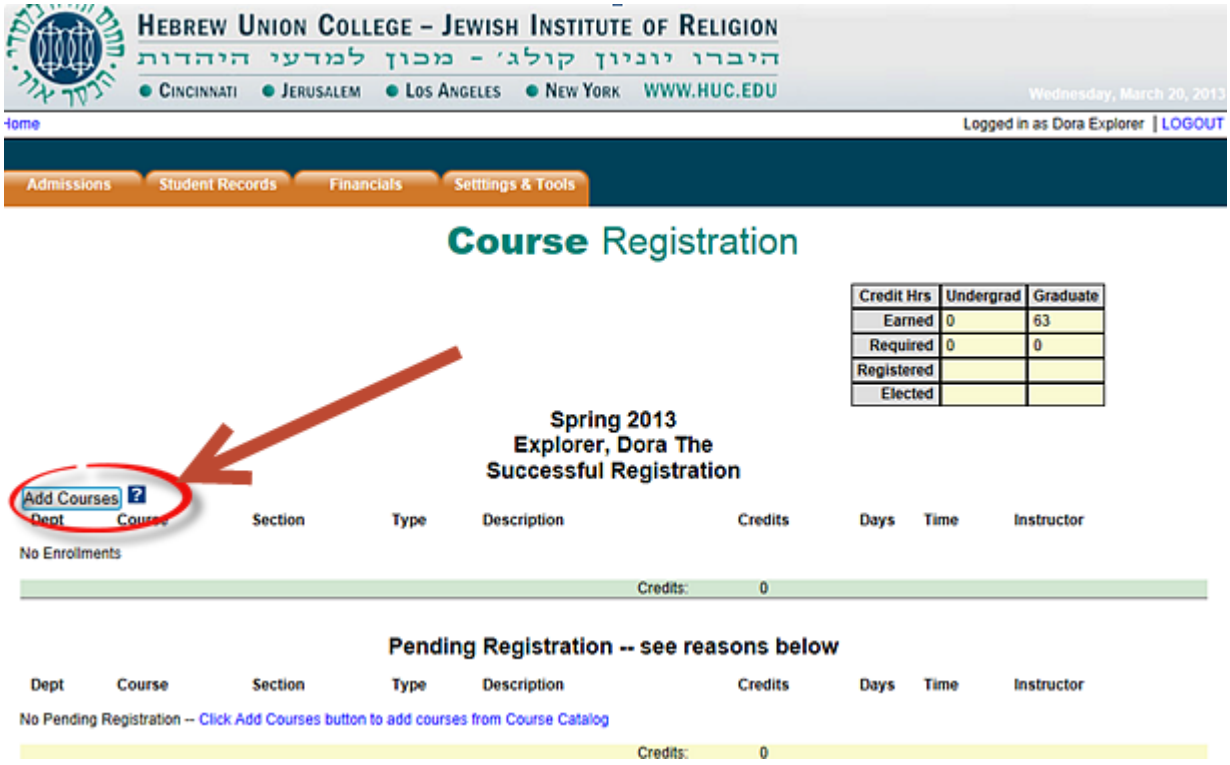


If you see the screen below this means that registration is closed and you will need to contact the National Registrar's office for any further assistance.

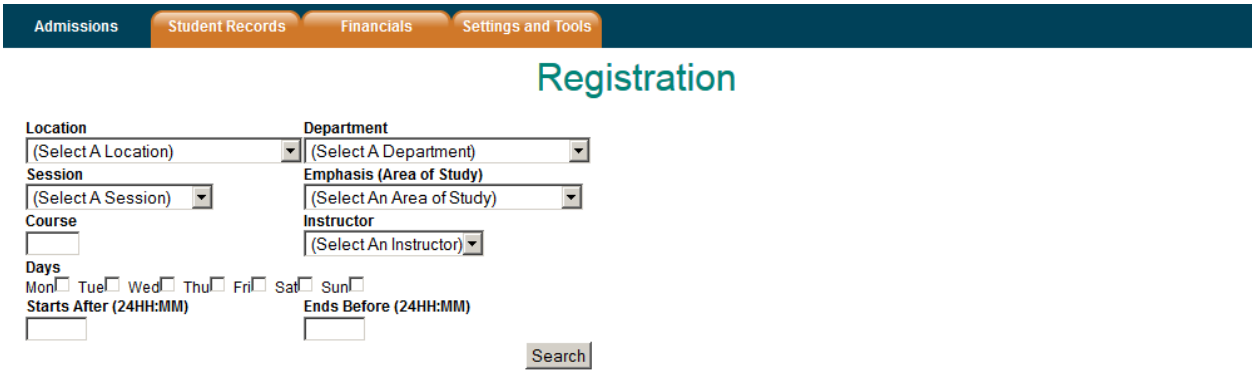
Admissions
Student Records
Financials
Settings and Tools
Course Registration
There are no Regisration Windows set up or open at this time.
Within each registration window, certain limits may restrict the number of courses for which you will be allowed to register, the number of classes for which you can waitlist if registration is disallowed (for reasons such as being full to capacity, permission required, etc.). If registration issues preclude your registration in one or more classes, the 1st Priority limit defines how many times you can indicate a class is your desired 1st priority. If the limit is 1, you can only designate one class as your 1st priority. If the limit is 2, you can designate two classes as your 1st priority. Etc.

Once you click on the catalog year the screen below will appear.

Click on the Add Courses button to register for classes.


HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU
Logged in as Dora Explorer | LOGOUT
Admissions
Student Records
Financials
Settings & Tools
Course Registration
Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered
Elected
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
Dept Course Section Type Description Credits Days Time Instructor
No Enrollments
Credits: 0
Pending Registration -- see reasons below
Dept Course Section Type Description Credits Days Time Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog
Credits: 0

Below is the dialogue window that you will get when you make this selection.



You must select a Location. The other selections are optional.

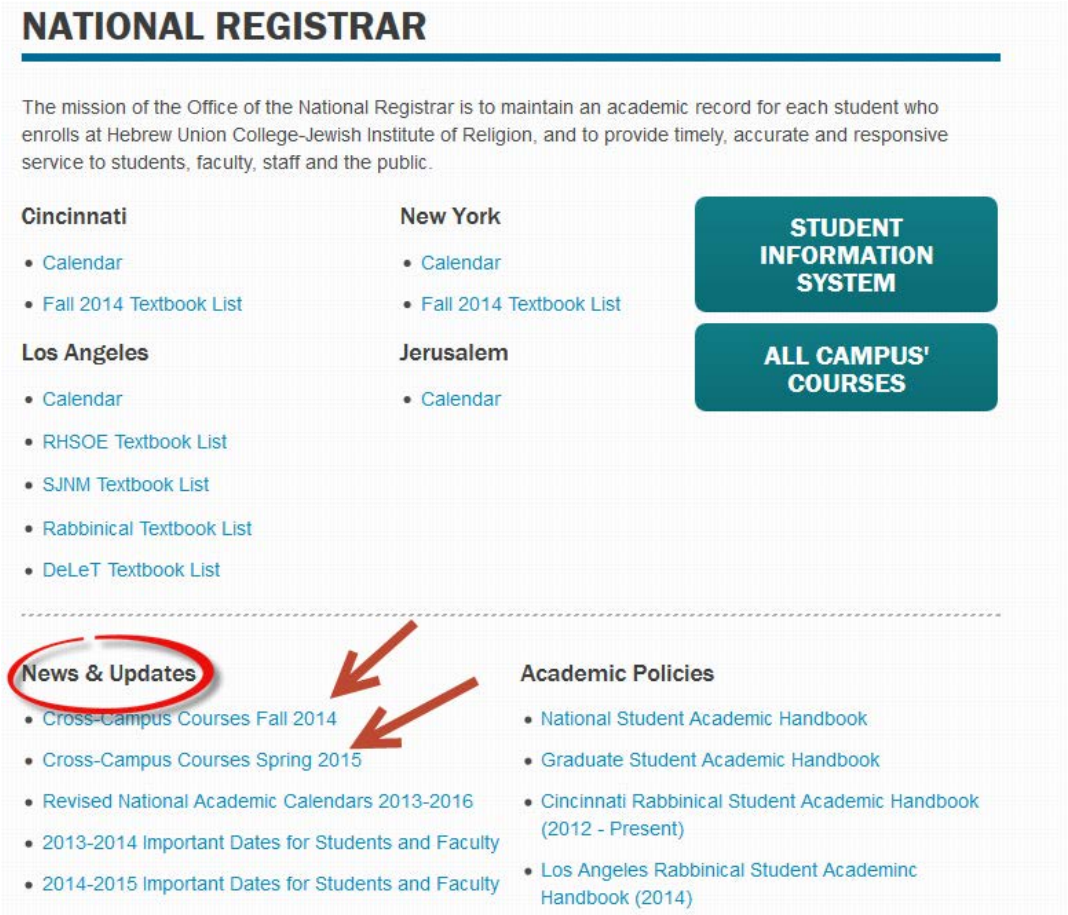
If you do not make any other selections, this will give you a complete list of all classes taught by HUC-JIR. You can view the courses taught by a specific department, certain time of day, or those taught by a specific professor.

11. Registering for cross-campus courses

During the Fall and Spring semesters, and occasionally over the Summer, courses are broadcast in real-time between HUC-JIR campuses. A list of these cross-campus courses will appear on the National Registrar's webpage: http://huc.edu/academics/national-registrar before web registration begins. This list will be updated periodically in case cross-campus courses are added or cancelled.

When registering for a cross-campus course, please note the campus it is being broadcast from. When you log into web registration, select the campus that the course is originating from and choose it from that campus's list of courses to be added to your course schedule. Please note the time difference between our Eastern time zone campuses and our LA campus.

Before you register for a cross-campus course, please consult with your academic program director or academic advisor to make sure that the course will count toward the requirements of your academic program.

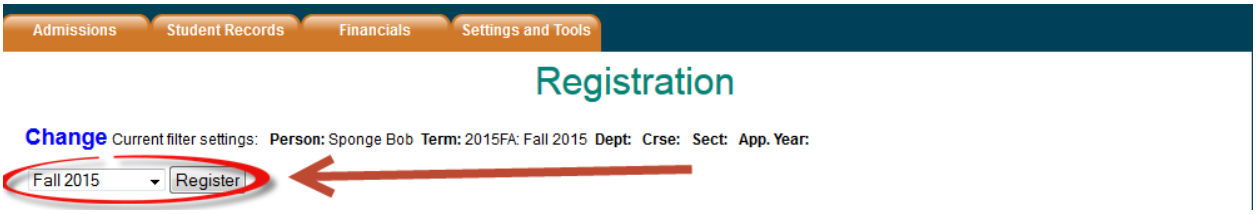

NATIONAL REGISTRAR
The mission of the Office of the National Registrar is to maintain an academic record for each student who enrolls at Hebrew Union College-Jewish Institute of Religion, and to provide timely, accurate and responsive service to students, faculty, staff and the public.
Cincinnati
Calendar
Fall 2014 Textbook List
New York
Calendar
Fall 2014 Textbook List
Los Angeles
Calendar
RHSOE Textbook List
SJNM Textbook List
Rabbinical Textbook List
DeLeT Textbook List
Jerusalem
Calendar
STUDENT INFORMATION SYSTEM
ALL CAMPUS' COURSES
News & Updates
Cross-Campus Courses Fall 2014
Cross-Campus Courses Spring 2015
Revised National Academic Calendars 2013-2016
2013-2014 Important Dates for Students and Faculty
2014-2015 Important Dates for Students and Faculty
Academic Policies
National Student Academic Handbook
Graduate Student Academic Handbook
Cincinnati Rabbinical Student Academic Handbook (2012 - Present)
Los Angeles Rabbinical Student Academinc Handbook (2014)

12. Student self-registration guide

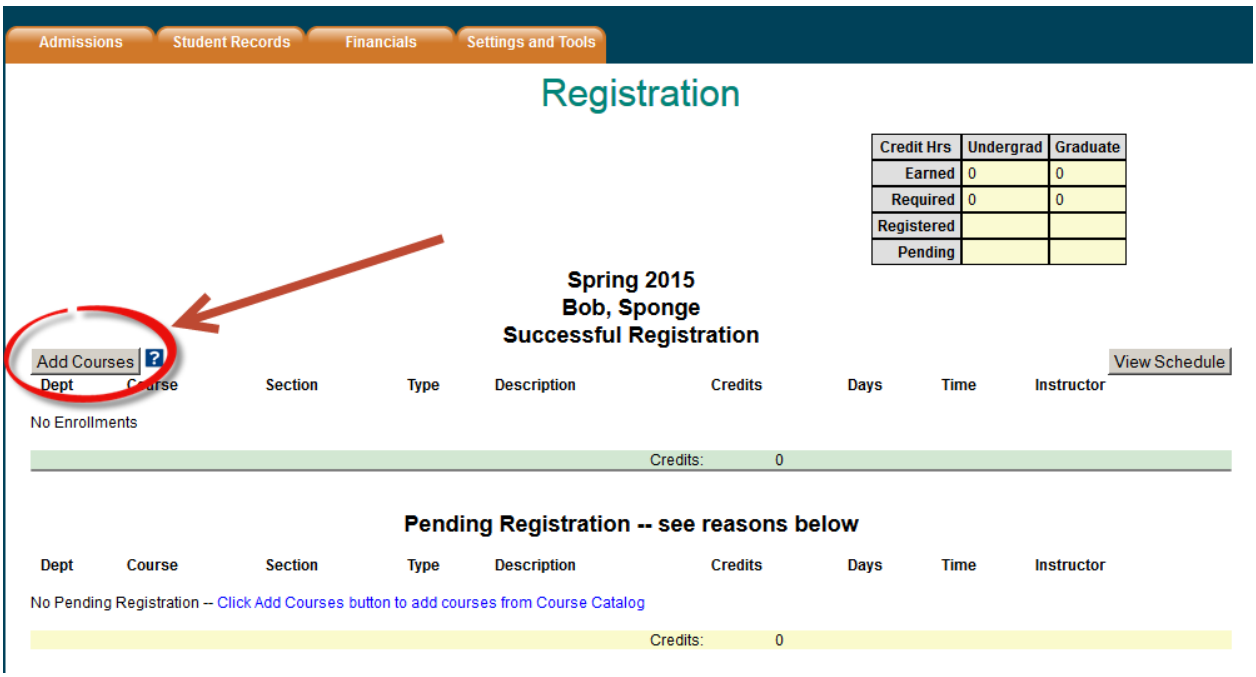
Note: If you have any questions or problems with your schedule, please contact your Program Director. The Office of the National Registrar can provide only limited assistance and they will always ask you to see your Program Director first.

Login to SIS as usual. Choose Student Records – Course Tools – Course Registration.

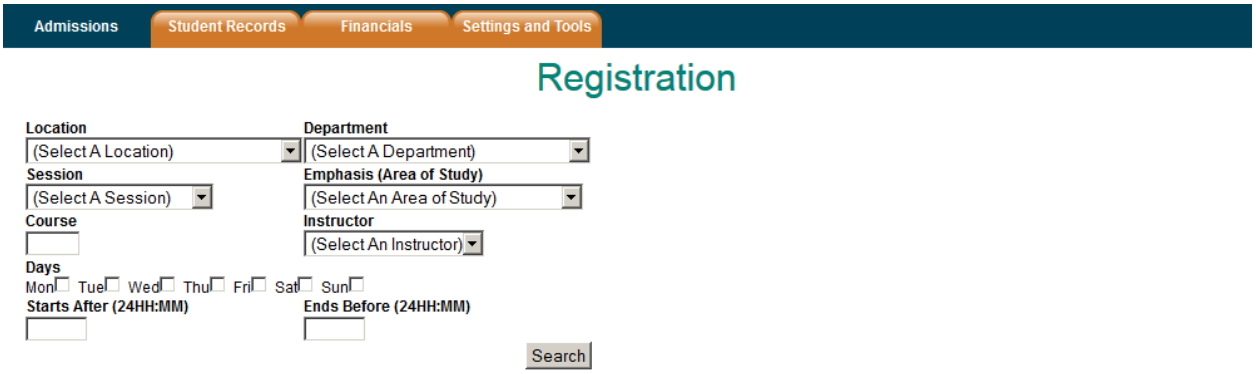
Enter the catalog year for which you wish to register and click on continue.



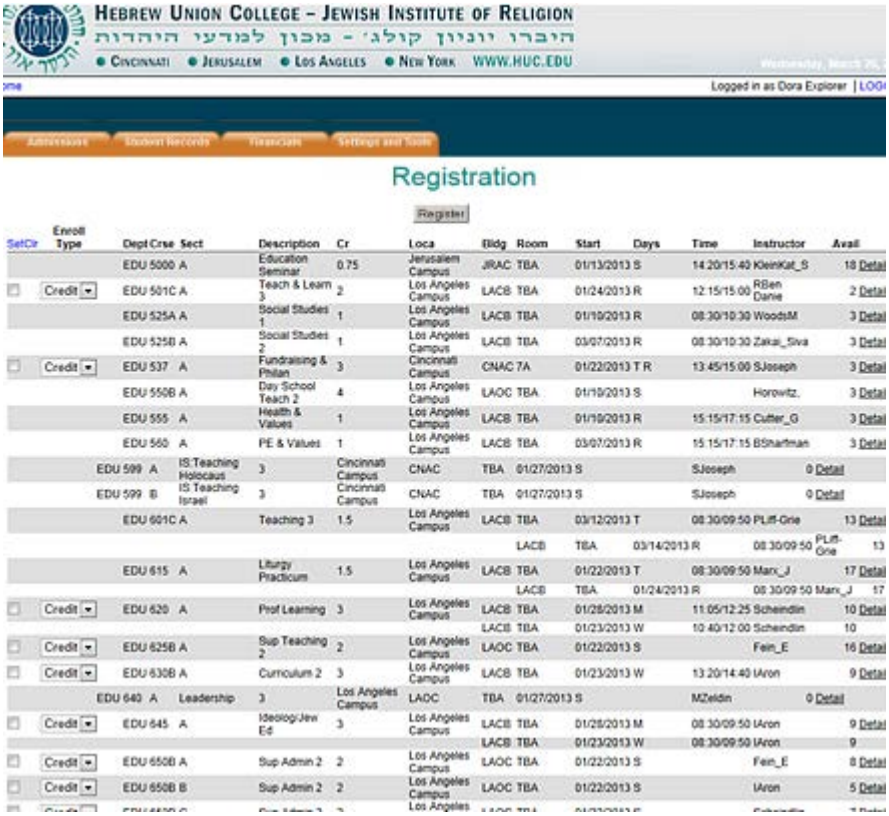
To add, or to enroll in a class, click on the "Add Courses" button.

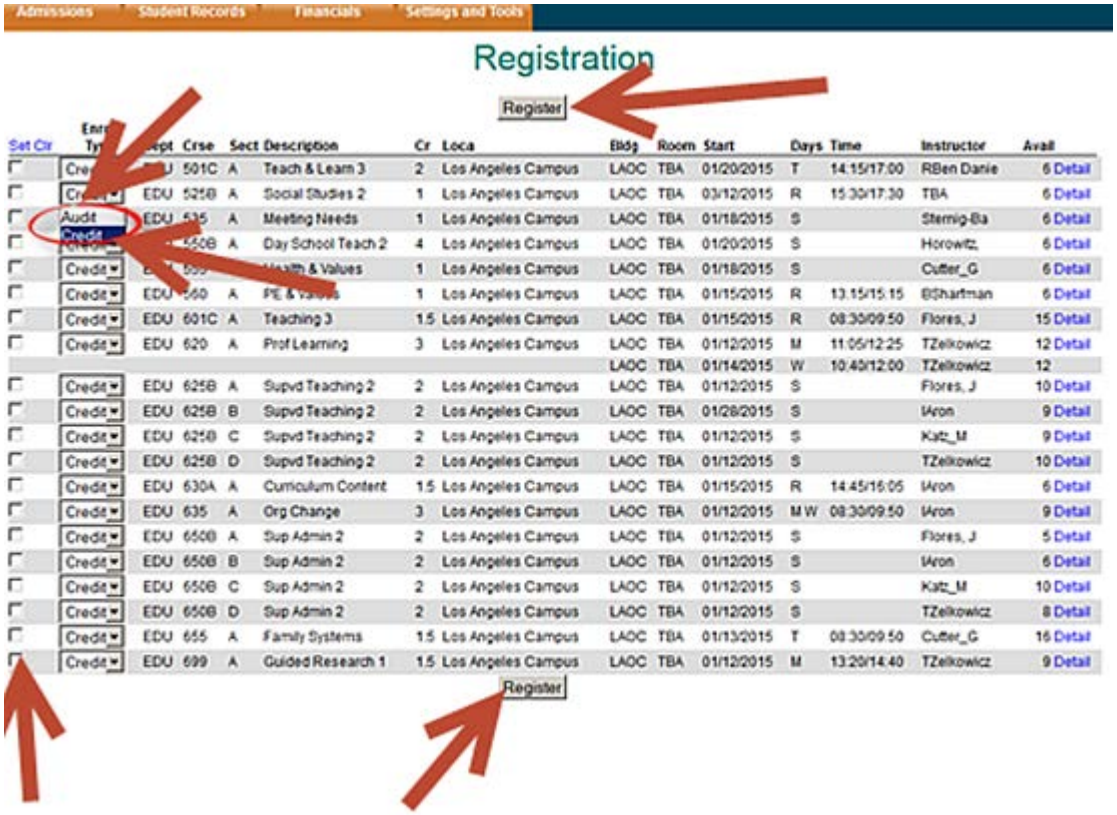


The screen below now appears. Select as many options as desired to narrow the number of courses displayed. If no options are selected, all the courses offered by HUC-JIR will be displayed. It is usually a good idea to select Location to see only the courses offered on your specific campus.



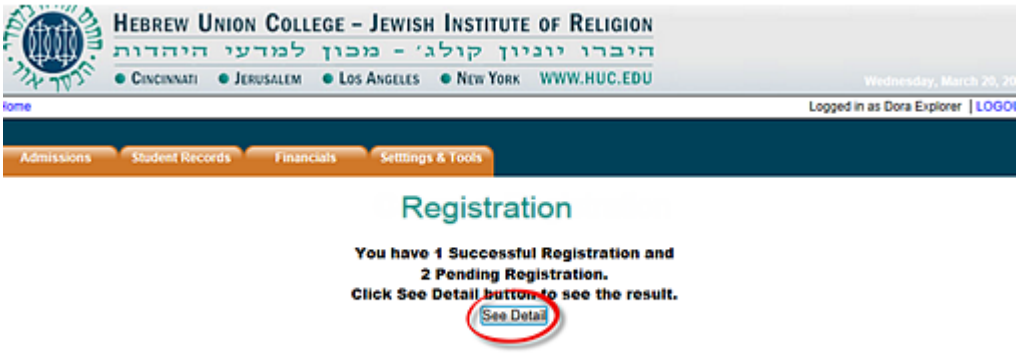
For this example, we selected Education (EDU) for Department. This lists all the Education courses offered this semester. To enroll in a course, click the box on the left. Click on Detail to find out about courses fees or additional expenses associated with the course or if the course requires consent of the instructor.


Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Registration
Register
SetCtr Enroll Type Dept Crse Sect Description Cr Loca Bldg Room Start Days Time Instructor Avail
EDU 5000 A Education Seminar 0.75 Jerusalem Campus JRAC TBA 01/13/2013 S 14:20/15:40 KleinKat_S 18 Detail
Credit EDU 501C A Teach & Learn 3 2 Los Angeles Campus LACB TBA 01/24/2013 R 12:15/15:00 RBen Danie 2 Detail
EDU 525A A Social Studies 1 1 Los Angeles Campus LACB TBA 01/10/2013 R 08:30/10:30 WoodsM 3 Detail
EDU 525B A Social Studies 2 1 Los Angeles Campus LACB TBA 03/07/2013 R 08:30/10:30 Zakai_Siva 3 Detail
Credit EDU 537 A Fundraising & Philan 3 Cincinnati Campus CNAC 7A 01/22/2013 T R 13:45/15:00 SJoseph 3 Detail
EDU 550B A Day School Teach 2 4 Los Angeles Campus LAOC TBA 01/10/2013 S Horowitz, 3 Detail
EDU 555 A Health & Values 1 Los Angeles Campus LACB TBA 01/10/2013 R 15:15/17:15 Cutler_G 3 Detail
EDU 560 A PE & Values 1 Los Angeles Campus LACB TBA 03/07/2013 R 15:15/17:15 BShartman 3 Detail
EDU 599 A IS:Teaching Holocaus 3 Cincinnati Campus CNAC TBA 01/27/2013 S SJoseph 0 Detail
EDU 599 B IS Teaching Israel 3 Cincinnati Campus CNAC TBA 01/27/2013 S SJoseph 0 Detail
EDU 601C A Teaching 3 1.5 Los Angeles Campus LACB TBA 03/12/2013 T 08:30/09:50 PLiff-Grie 13 Detail
LACB TBA 03/14/2013 R 08:30/09:50 PLiff-Grie 13
EDU 615 A Liturgy Practicum 1.5 Los Angeles Campus LACB TBA 01/22/2013 T 08:30/09:50 Marx_J 17 Detail
LACB TBA 01/24/2013 R 08:30/09:50 Marx_J 17
Credit EDU 620 A Prof Learning 3 Los Angeles Campus LACB TBA 01/28/2013 M 11:05/12:25 Scheindlin 10 Detail
LACB TBA 01/23/2013 W 10:40/12:00 Scheindlin 10
Credit EDU 625B A Sup Teaching 2 2 Los Angeles Campus LAOC TBA 01/22/2013 S Fein_E 16 Detail
Credit EDU 630B A Curriculum 2 3 Los Angeles Campus LACB TBA 01/23/2013 W 13:20/14:40 IAron 9 Detail
EDU 640 A Leadership 3 Los Angeles Campus LAOC TBA 01/27/2013 S MZeldin 0 Detail
Credit EDU 645 A Ideolog:Jew Ed 3 Los Angeles Campus LACB TBA 01/28/2013 M 08:30/09:50 IAron 9 Detail
LACB TBA 01/23/2013 W 08:30/09:50 IAron 9
Credit EDU 650B A Sup Admin 2 2 Los Angeles Campus LAOC TBA 01/22/2013 S Fein_E 8 Detail
Credit EDU 650B B Sup Admin 2 2 Los Angeles Campus LAOC TBA 01/22/2013 S IAron 5 Detail



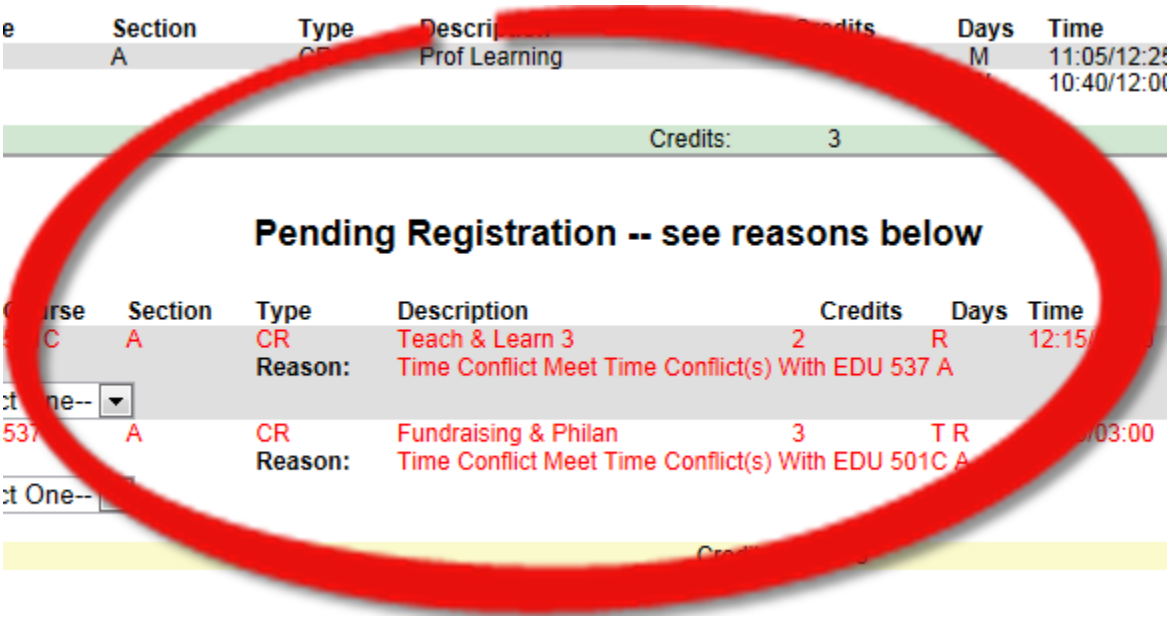
After selecting all the courses in which you wish to enroll, click the “Register” button at the top or bottom of the screen. Note that you can also click under Enroll Type if the course you want to take is for credit or audit. The default in SIS will always be for credit, so please be aware that if you intend to audit a course check the Enroll Type and click the button listed as Audit.

After you have clicked on the “Register” button, click on See Detail to return to the Online Registration screen. The course registration screen will make you aware of how many classes you have successfully registered for, or if you have any conflicts with other classes.



Registration
Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered | | 3
Elected | | 5
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
Dept Course Section Type Description Credits Days Time Instructor
DROP EDU 620 A CR Prof Learning 3 M 11:05/12:25 Scheindlin
W 10:40/12:00 Scheindlin
Credits: 3
Pending Registration -- see reasons below
Reprocess Pending
Dept Course Section Type Description Credits Days Time Instructor
DELETE EDU 501C A CR Teach & Learn 3 2 R 12:15/03:00 RBen Dane Detail
Comments: Reason: Time Conflict Meet Time Conflict(s) With EDU 537 A 03/20/2013
Prefered order: --Select One--
DELETE EDU 537 A CR Fundraising & Philan 3 T R 01:45/03:00 SJoseph Detail
Comments: Reason: Time Conflict Meet Time Conflict(s) With EDU 501C A 03/20/2013
Prefered order: --Select One--
Credits: 5
Submit Prefered Order

13. Pending registrations



Notice that if there is a Pending Registration indicator these are the reasons you will not be able to register through SIS:

a. a time conflict
b. after the first two weeks of school
c. a summer intensive which has begun
d. exceeded the 18 credit hours per semester rule that is contained in the National Student Academic Handbook

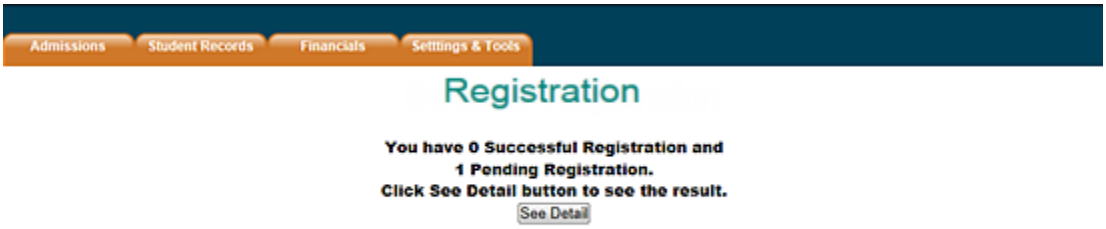
Please contact the National Registrar's Office to remedy any issue listed above. Clicking on the Delete link will remove such courses from the pending list and give you the original list of classes that you have registered for.

If you exceed the 18 credit hours:

a. You will need to attempt to register for the credit hours above 18, which will then go into "Pending Registration."
b. Contact your Program Director for permission and have them email the National Registrar's office with verification. The National Registrar's staff will then "force add" the additional class in the SIS and let you know of the change.

To add another class, just click on Add Courses and repeat the process as listed above.

If the course you want requires the professor's permission, this will be the screen that you will see:



The faculty member will be notified through SIS that you wish to take their class, which they will approve or reject. Either way the professor will contact you via email concerning your registration. If the professor has given his/her consent through SIS, you can now add the class in Course Registration. You will not be enrolled in this class until you go into your SIS account under Course Registration and click on the Reprocess Pending button, which is circled below. Once you have completed this process your name will automatically appear on the professor's class roster and your student schedule.

Admissions
Student Records
Financials
Settings & Tools
Registration
Credit Hrs | Undergrad | Graduate
Earned | 0 | 63
Required | 0 | 0
Registered | | 3
Elected | |
Spring 2013
Explorer, Dora The
Successful Registration
Add Courses
Dept Course Section Type Description Credits Days Time Instructor
DROP AKK 511 A CR Akkadian Readings 3 M W 09:00/10:15 Seuss, Dr.
Credits: 3
Pending Registration -- see reasons below
Dept Course Section Type Description Credits Days Time Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog
Credits: 0

Don't forget to log out when you finish with changing your schedule. This is especially critical if you are using a public-use computer.

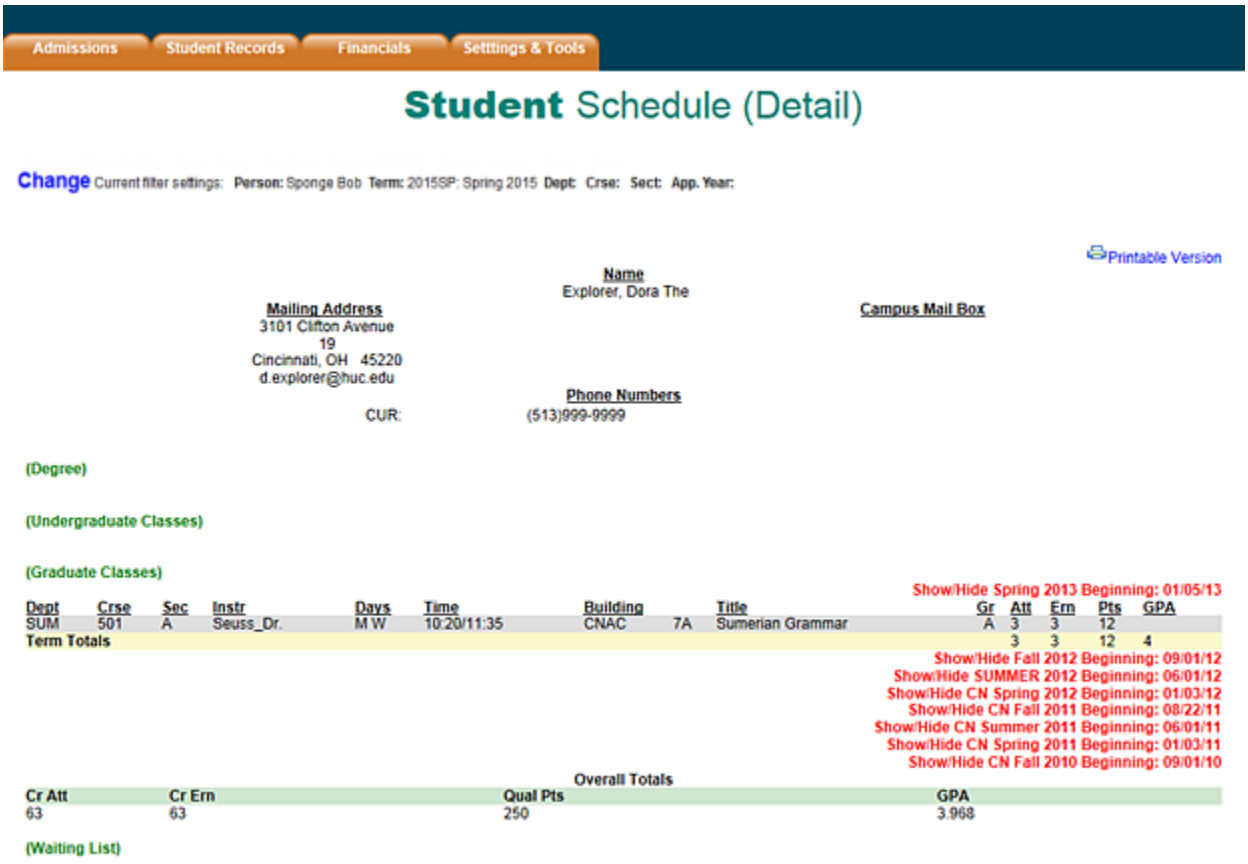
After the end of the second week of the semester a student may not add any courses to his/her program. Using the Student Information System (SIS), students may drop a course before the semester begins and during the semester until registration closes. A student may drop a course until the end of the second week of classes without a notation appearing on the student's academic record. After the close of registration, students must use an add/drop form. These are available on the National Registrar's website. In intensive courses or in the SJNM summer session, students may only add a course prior to the second meeting. Withdrawing from an intensive course after the second session will incur a grade of "W."

Students will need to contact the National Registrar's Office to make all changes to their schedule after the first two weeks of classes. Please refer to the academic calendar for exact date. www.huc.edu/registrar

14. View and print your course schedule

Select Student Records then under Schedule Information heading choose Student Schedule (detail). This will give you a detail of everything that you have taken at HUC-JIR.

And here's what this will look like:


Admissions
Student Records
Financials
Setttings & Tools
Student Schedule (Detail)
Change Current filter settings: Person: Sponge Bob Term: 2015SP: Spring 2015 Dept: Crse: Sect: App. Year:
Printable Version
Name
Explorer, Dora The
Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu
Campus Mail Box
Phone Numbers
CUR: (513)999-9999
(Degree)
(Undergraduate Classes)
(Graduate Classes)
Show/Hide Spring 2013 Beginning: 01/05/13
Dept Crse Sec Instr Days Time Building Title Gr Att Ern Pts GPA
SUM 501 A Seuss_Dr. M W 10:20/11:35 CNAC 7A Sumerian Grammar A 3 3 12
Term Totals 3 3 12 4
Show/Hide Fall 2012 Beginning: 09/01/12
Show/Hide SUMMER 2012 Beginning: 06/01/12
Show/Hide CN Spring 2012 Beginning: 01/03/12
Show/Hide CN Fall 2011 Beginning: 08/22/11
Show/Hide CN Summer 2011 Beginning: 06/01/11
Show/Hide CN Spring 2011 Beginning: 01/03/11
Show/Hide CN Fall 2010 Beginning: 09/01/10
Overall Totals
Cr Att Cr Ern Qual Pts GPA
63 63 250 3.968
(Waiting List)

You can print this page or select the Printable Version and get a schedule that looks like the one shown below:

HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION
היברו יוניון קולג' - מכון למדעי היהדות
CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU

Name
Explorer, Dora The

Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu

Campus Mail Box

Phone Numbers
CUR: (513)999-9999

Degree

School/thesis	Degree	Major	Earned	Awarded

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA

Undergraduate Totals	Cr Att	Cr Ern	Qual Pts	GPA
	0	0	0	0

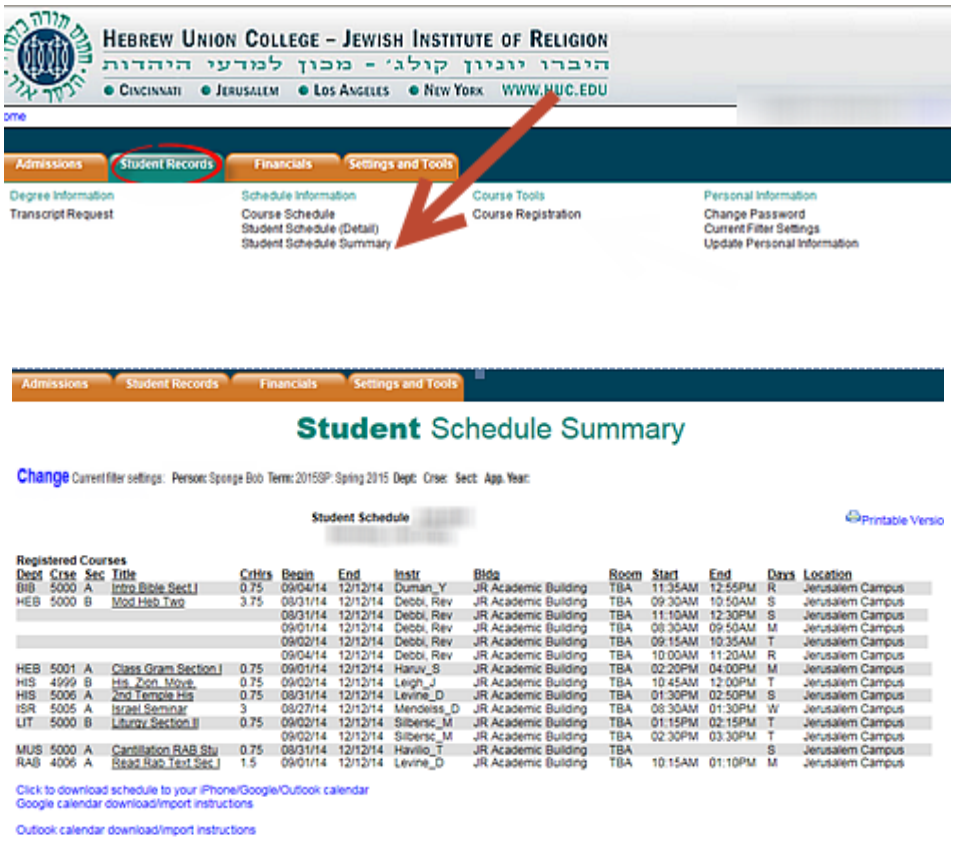
Overall Undergraduate Totals	Cr Att	Cr Ern	Qual Pts.	GPA
	0	0	0	0

Graduate Courses

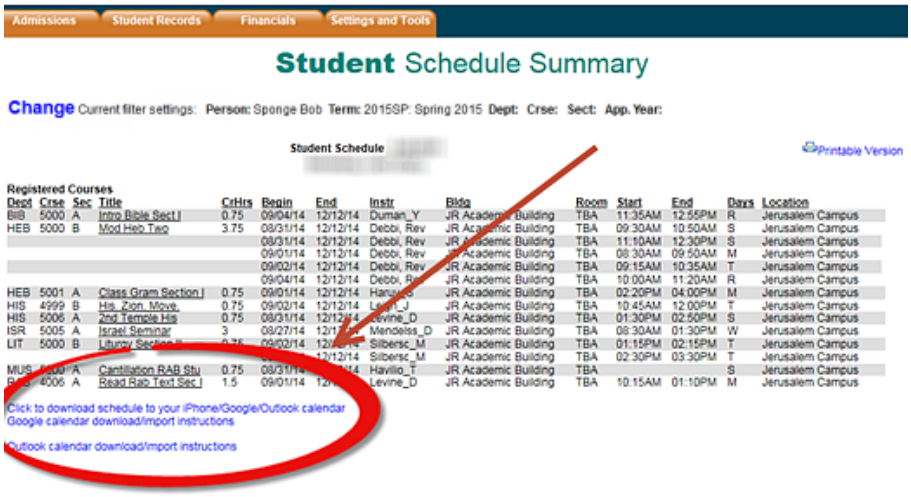
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
											2013SP		
2013SP	SUM	501	A	Sumerian Grammar	M W	10:20/11:35	CNAC 7A	Seuss_Dr.	A	3	3	12	
Term Totals										3	3	12	4
											2012FA		
2012FA	AKK	507	A	Akkadian Literary Texts	T R	08:00/09:15	CNAC 4A	Seuss_Dr.	A	3	3	12	
2012FA	BIB	572	A	Studies in the Book of Numbers	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012FA	UGR	503	A	Advanced Ugaritic	R	03:05/06:00	CNAC 3A	SSperling	A	3	3	12	
Term Totals										9	9	36	4
											2012SU		
2012SU	ARC	510	A	Archeology Field Methods with Nelson Glueck School in Jerusalem	S	12:00/12:00	CNAC TBA	NFox	A	3	3	12	
Term Totals										3	3	12	4
											2012SP		
2012SP	AKK	512	A	Readings in Old Babylonian Texts	M W	08:00/09:15	CNAC 2A	Seuss_Dr.	A	3	3	12	
2012SP	AMA	509	A	Jewish Aramaic & An Introduction to Syriac	T	03:05/06:00	CNAC 3A	SKaufman	A	3	3	12	
2012SP	BIB	553	A	Biblical Laws: Practice & Interpretation	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012SP	HEB	503	A	Readings in Modern Scholarly Hebrew	T R	11:35/12:50	CNAC 7A	HRechnitze	A	3	3	12	
Term Totals										12	12	48	4
											2011FA		

15. Student schedule summary

To view a summary of courses that you are taking for the current semester click on Student Records and then Student Schedule Summary.



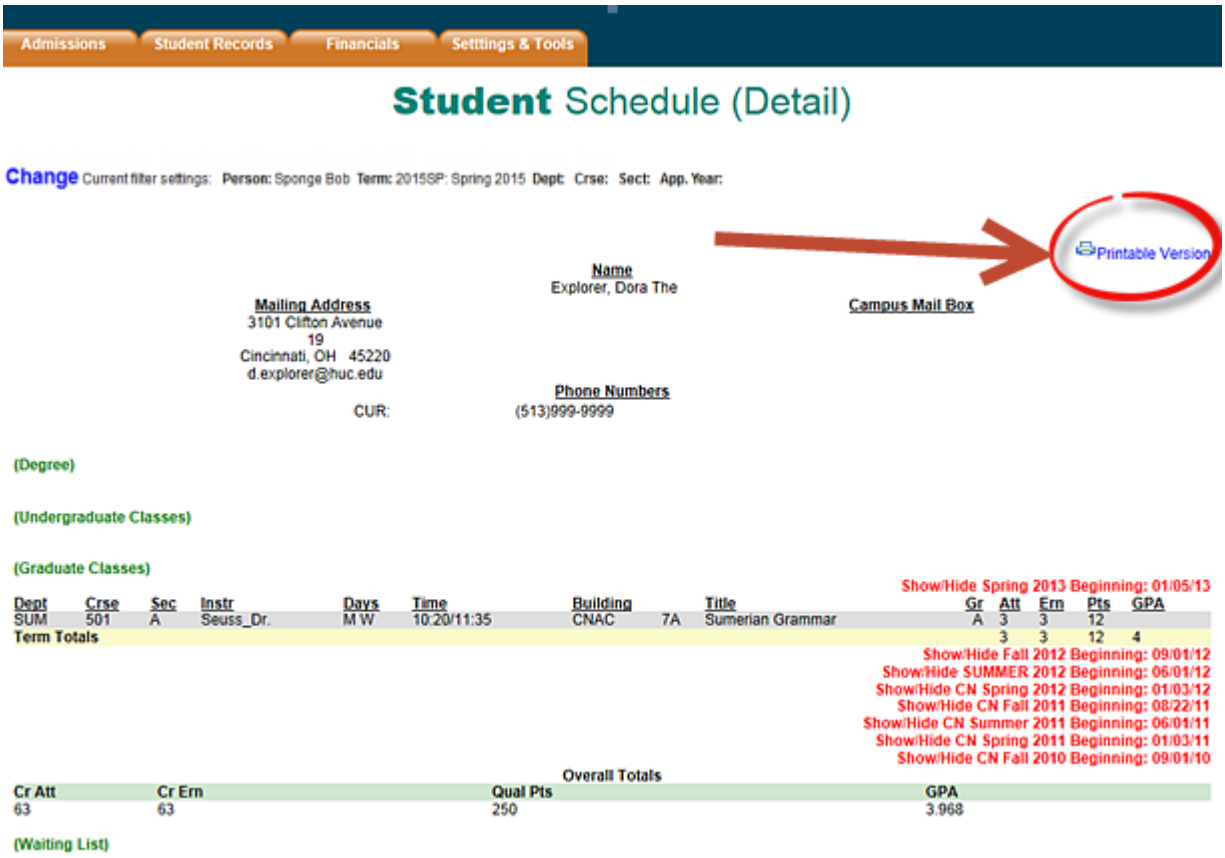
There are many features that you can utilize from this screen. One of which is that you can download your courses into your iphone, google or outlook calendars. Directions for this feature are listed below the download itself.



16. View and print your unofficial transcript

Select Student Records – Schedule Information – Student Schedule (Detail)

Then you will need to click on the Printable Version in blue. This will give you an unofficial copy of your transcript:


Admissions
Student Records
Financials
Setttings & Tools
Student Schedule (Detail)
Change Current filter settings: Person: Sponge Bob Term: 2015SP: Spring 2015 Dept: Crse: Sect: App. Year:
Printable Version
Name
Explorer, Dora The
Campus Mail Box
Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu
Phone Numbers
CUR: (513)999-9999
(Degree)
(Undergraduate Classes)
(Graduate Classes)
Show/Hide Spring 2013 Beginning: 01/05/13
Dept Crse Sec Instr Days Time Building Title Gr Att Ern Pts GPA
SUM 501 A Seuss_Dr. M W 10:20/11:35 CNAC 7A Sumerian Grammar A 3 3 12
Term Totals 3 3 12 4
Show/Hide Fall 2012 Beginning: 09/01/12
Show/Hide SUMMER 2012 Beginning: 06/01/12
Show/Hide CN Spring 2012 Beginning: 01/03/12
Show/Hide CN Fall 2011 Beginning: 08/22/11
Show/Hide CN Summer 2011 Beginning: 06/01/11
Show/Hide CN Spring 2011 Beginning: 01/03/11
Show/Hide CN Fall 2010 Beginning: 09/01/10
Overall Totals
Cr Att Cr Ern Qual Pts GPA
63 63 250 3.968
(Waiting List)

HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

היברו יוניון קולג' - מכון למדעי היהדות

CINCINNATI • JERUSALEM • LOS ANGELES • NEW YORK WWW.HUC.EDU

Name
Explorer, Dora The

Mailing Address
3101 Clifton Avenue
19
Cincinnati, OH 45220
d.explorer@huc.edu

Campus Mail Box

Phone Numbers
CUR: (513)999-9999

Degree

School/thesis	Degree	Major	Earned	Awarded

Undergraduate Courses

Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA

Undergraduate Totals	Cr Att	Cr Ern	Qual Pts	GPA
	0	0	0	0

Overall Undergraduate Totals	Cr Att	Cr Ern	Qual Pts.	GPA
	0	0	0	0

Graduate Courses

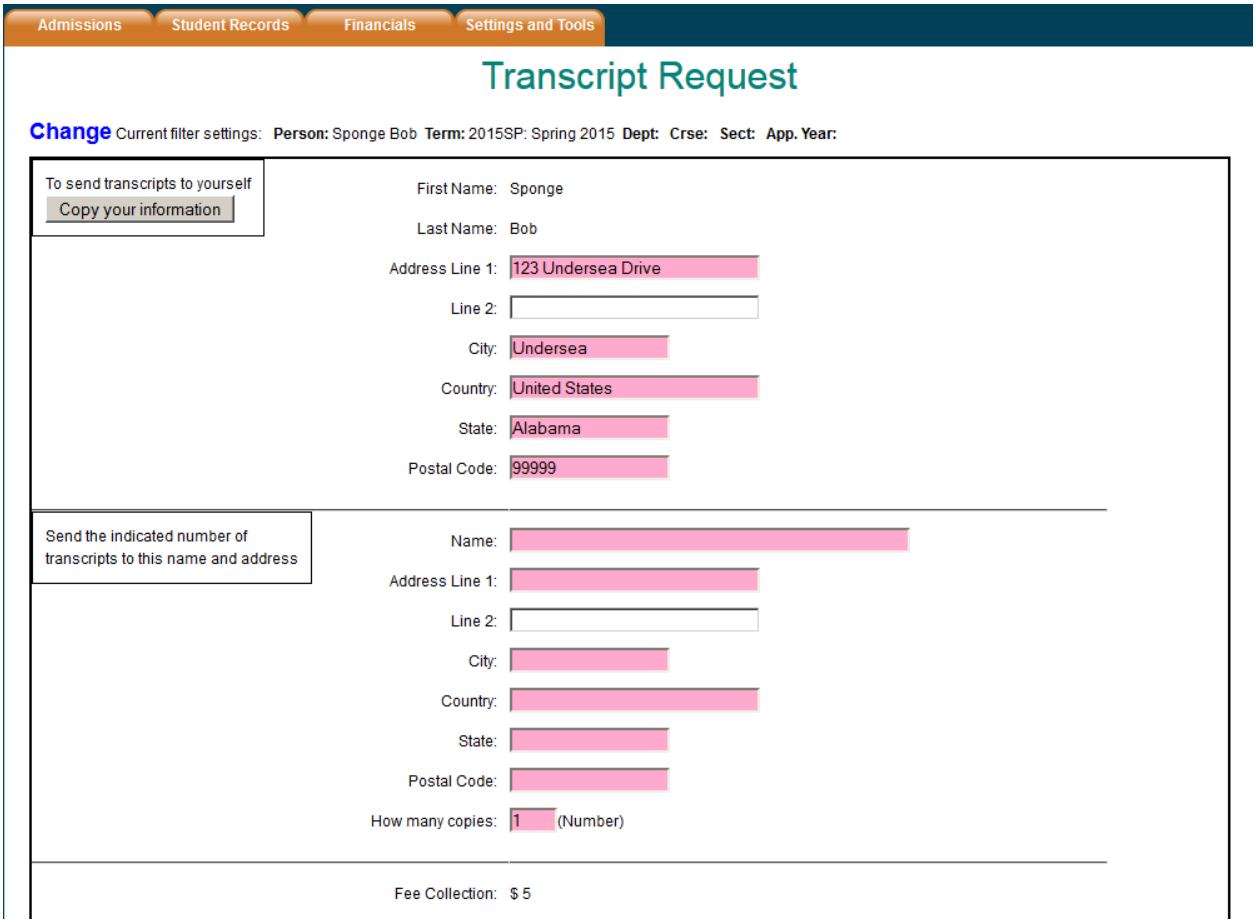
Term	Dept	Crse	Sec	Title	Days	Time	Building	Instr	Gr	Att	Ern	Pts	GPA
											2013SP		
2013SP	SUM	501	A	Sumerian Grammar	M W	10:20/11:35	CNAC 7A	Seuss_Dr.	A	3	3	12	
Term Totals										3	3	12	4
											2012FA		
2012FA	AKK	507	A	Akkadian Literary Texts	T R	08:00/09:15	CNAC 4A	Seuss_Dr.	A	3	3	12	
2012FA	BIB	572	A	Studies in the Book of Numbers	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012FA	UGR	503	A	Advanced Ugaritic	R	03:05/06:00	CNAC 3A	SSperling	A	3	3	12	
Term Totals										9	9	36	4
											2012SU		
2012SU	ARC	510	A	Archeology Field Methods with Nelson Glueck School in Jerusalem	S	12:00/12:00	CNAC TBA	NFox	A	3	3	12	
Term Totals										3	3	12	4
											2012SP		
2012SP	AKK	512	A	Readings in Old Babylonian Texts	M W	08:00/09:15	CNAC 2A	Seuss_Dr.	A	3	3	12	
2012SP	AMA	509	A	Jewish Aramaic & An Introduction to Syriac	T	03:05/06:00	CNAC 3A	SKaufman	A	3	3	12	
2012SP	BIB	553	A	Biblical Laws: Practice & Interpretation	T R	01:45/03:00	CNAC 4A	NFox	A	3	3	12	
2012SP	HEB	503	A	Readings in Modern Scholarly Hebrew	T R	11:35/12:50	CNAC 7A	HRechnitze	A	3	3	12	
Term Totals										12	12	48	4
											2011FA		

This option lists all the classes that you have taken at HUC-JIR, all the classes that you may have transferred to HUC-JIR, exemptions and the classes you are currently enrolled in for the next semester. This also has a Printable Version so you can easily print an unofficial copy of your transcript.

17. Requesting an official transcript

To request an official transcript go the Student Records – Degree Information – HUC-JIR Transcript Request

Please fill out the required information along with the five dollar fee for the transcript.



18. Combining HUC-JIR and personal e-mail addresses

To combine your HUC e-mail and Gmail please follow these steps:

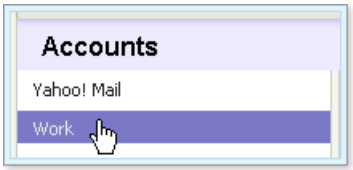
1. Click the gear icon in the upper right, and then select Settings.
2. Open the Accounts and Import tab. (For Google Apps domains, open the Accounts tab.)
3. In the Check mail using POP3 section, click Add POP3 email account.
4. Enter the full email address of the account you'd like to access, and then click Next Step.
5. Gmail will populate sample settings, but we recommend checking with your other provider to learn the correct server name and port. Enter your Password.
6. Click Add Account.
7. Once your account has been added successfully, you'll have the option of setting it as a custom From address. This allows you to compose messages in Gmail, but have them appear to be sent from your other email account. Click Yes to set up a custom From address.

More information can be found at:

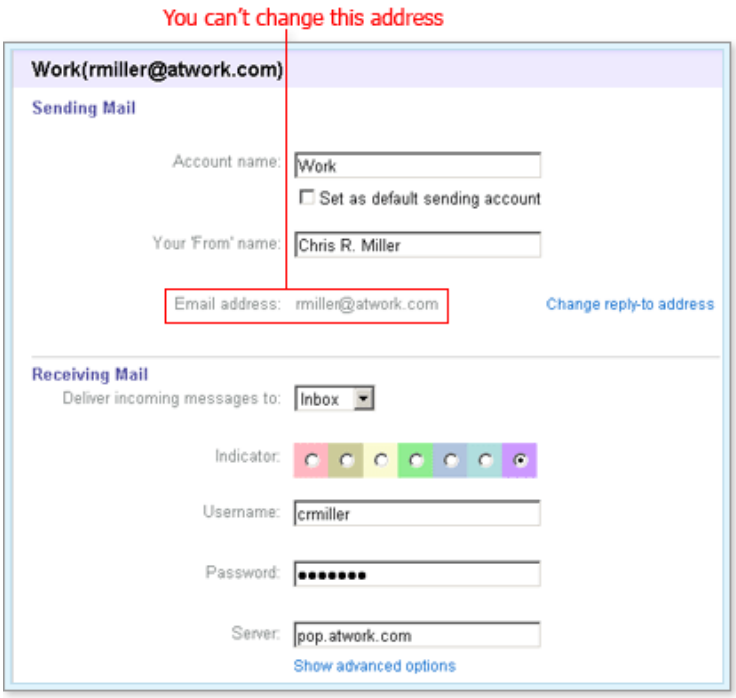
http://support.google.com/mail/bin/answer.py?hl=en&answer=21289

To combine your HUC e-mail and Yahoo please follow these steps:

1. Go to the Mail Accounts page in att.net Mail.
2. Select the mail account that you want to edit from the list of accounts.



Details about the account appear on the right side of the page.

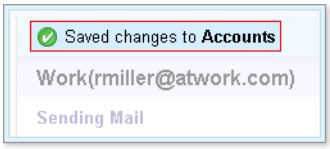


3. Make your changes to the current account information.

Tip: See Adding a Non-Yahoo! Mail Account if you need more information about what each account attribute is.

4. Click the Save Changes button.

att.net Mail confirms that your changes have been saved.



More information can be found at:

http://help.yahoo.com/sbc/tutorials/mmail/mm_accessother3.html

Iphone IOS 6.0 setup

(Works for iPad as well)

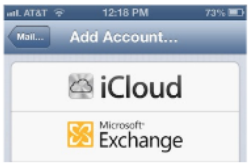
Go to the Gear Icon - (SETTINGS)

Go to Mail Contacts Calendars

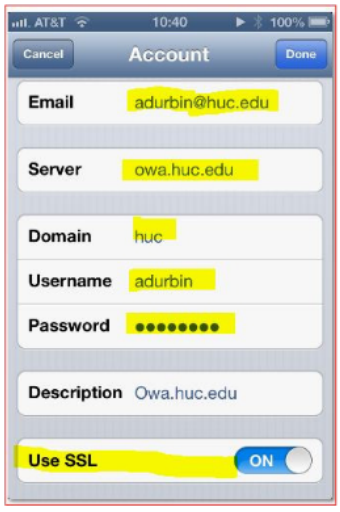
The Wizard will ask you for your email address, username (without @huc.edu) and password
The Wizard will then ask you for the server which is owa.huc.edu

The Wizard will ask you for your email address, username (without @huc.edu) and password
The Wizard will then ask you for the server which is owa.huc.edu

Add A New Account – choose EXCHANGE



(tip: delete the old webmail account if you have one and make a new one. NA to new users.)



You should wind up with a verified account that looks like this.

Please wait a few minutes for your calendar, mail, and contacts to sync to your phone.

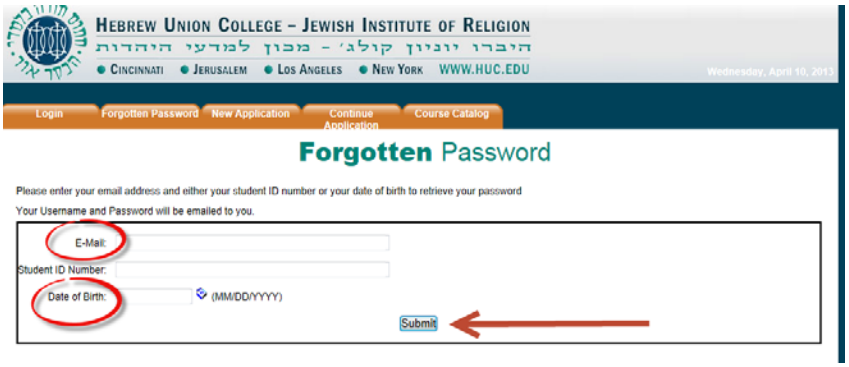
(tip: If you have any issues, try changing your password.)

Remember if you enter the wrong password more than 3 times you will be locked out.
Wait 20 minutes before trying again.

19. Quick instructions – log-in / register for courses

If you do not remember your user name or password please use the Forgotten Password button.

1. Locate forgotten password -
   - Click on the Forgotten Password tab circled above.
   - Enter your HUC-JIR email address.
   - Once you enter your HUC-JIR email address and date of birth, the SIS will email you your user name and password to your HUC-JIR email address.
   - You do not need to enter your Student ID Number.


Hebrew Union College – Jewish Institute of Religion
Cincinnati Jerusalem Los Angeles New York WWW.HUC.EDU
Login
Forgotten Password
New Application
Continue Application
Course Catalog
Forgotten Password
Please enter your email address and either your student ID number or your date of birth to retrieve your password
Your Username and Password will be emailed to you.
E-Mail:
Student ID Number:
Date of Birth:
(MM/DD/YYYY)
Submit

To register for courses you will need to go to SIS which can be located at:

sis.huc.edu

Please follow these directions to register for courses:

1. Once you have logged in, please select “Course Registration” under the Student Records tab.

2. Select the catalog you would like to register for and press “continue."

3. On the next screen select “add courses."

4. You will then be taken to the next screen which will allow you to filter your search, under location select the campus you are registering for.

5. You will then be able to register for courses.

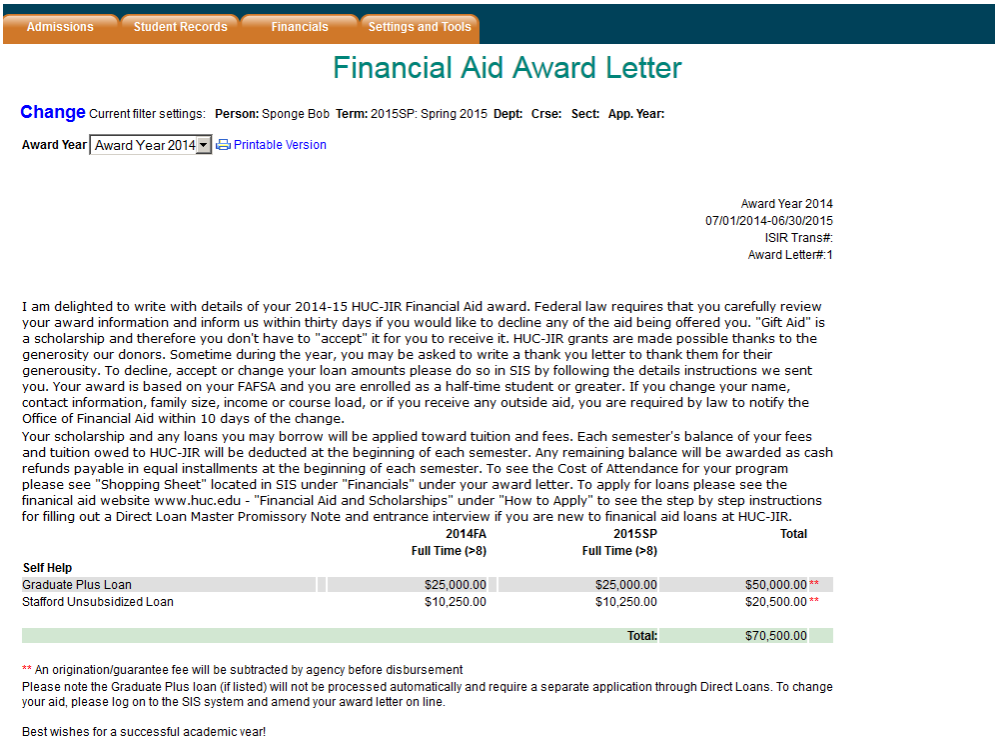
20. Financial aid award letter

To view your Financial Aid letter select Financials – Financial Aid – Financial Aid Award Letter.

You will be prompted to select the academic Award Year.

Admissions
Student Records
Financials
Settings and Tools
Financial Aid Award Letter
Change Current filter settings: Person: Sponge Bob Term: 2015SP: Spring 2015 Dept: Crse: Sect: App. Year:
Award Year ***

After selecting the academic year, you will be able to view your complete financial aid package.

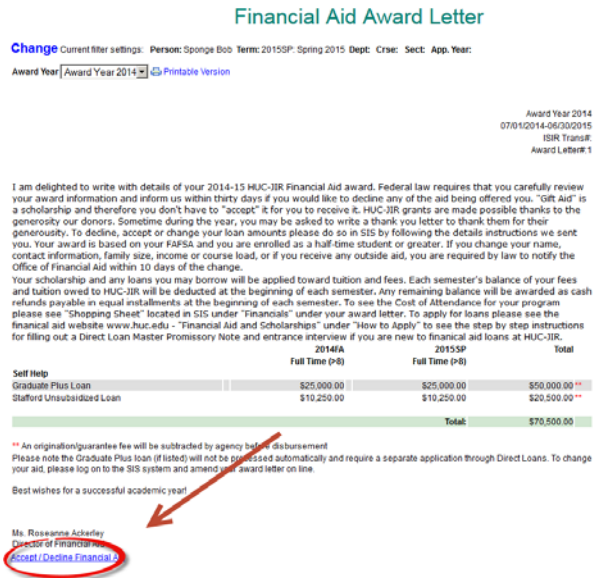

Admissions
Student Records
Financials
Settings and Tools
Financial Aid Award Letter
Change Current filter settings: Person: Sponge Bob Term: 2015SP: Spring 2015 Dept: Crse: Sect: App. Year:
Award Year Award Year 2014
Printable Version
Award Year 2014
07/01/2014-06/30/2015
ISIR Trans#:
Award Letter#:1
I am delighted to write with details of your 2014-15 HUC-JIR Financial Aid award. Federal law requires that you carefully review your award information and inform us within thirty days if you would like to decline any of the aid being offered you. "Gift Aid" is a scholarship and therefore you don't have to "accept" it for you to receive it. HUC-JIR grants are made possible thanks to the generosity our donors. Sometime during the year, you may be asked to write a thank you letter to thank them for their generousity. To decline, accept or change your loan amounts please do so in SIS by following the details instructions we sent you. Your award is based on your FAFSA and you are enrolled as a half-time student or greater. If you change your name, contact information, family size, income or course load, or if you receive any outside aid, you are required by law to notify the Office of Financial Aid within 10 days of the change.
Your scholarship and any loans you may borrow will be applied toward tuition and fees. Each semester's balance of your fees and tuition owed to HUC-JIR will be deducted at the beginning of each semester. Any remaining balance will be awarded as cash refunds payable in equal installments at the beginning of each semester. To see the Cost of Attendance for your program please see "Shopping Sheet" located in SIS under "Financials" under your award letter. To apply for loans please see the finanical aid website www.huc.edu - "Financial Aid and Scholarships" under "How to Apply" to see the step by step instructions for filling out a Direct Loan Master Promissory Note and entrance interview if you are new to finanical aid loans at HUC-JIR.
2014FA Full Time (>8)
2015SP Full Time (>8)
Total
Self Help
Graduate Plus Loan $25,000.00 $25,000.00 $50,000.00 **
Stafford Unsubsidized Loan $10,250.00 $10,250.00 $20,500.00 **
Total: $70,500.00
** An origination/guarantee fee will be subtracted by agency before disbursement
Please note the Graduate Plus loan (if listed) will not be processed automatically and require a separate application through Direct Loans. To change your aid, please log on to the SIS system and amend your award letter on line.
Best wishes for a successful academic year!

21. Accepting or declining your financial aid

There is a direct link to Accept/Decline Financial Aid by clicking on Financials – Financial Aid –Accept/Decline Financial Aid

You also have the option to Accept/Decline your financial aid when you view your financial aid award letter.

This option takes you directly to a page like the one shown below. On this page, you can accept or decline the financial aid package that has been prepared for you by clicking on the Accept / Delete Financial Aid link.



After reviewing the award letter, select Accept/Decline Financial Aid.

If you would like to accept all the financial aid loan awards and the amount given, then you can select "accept all."

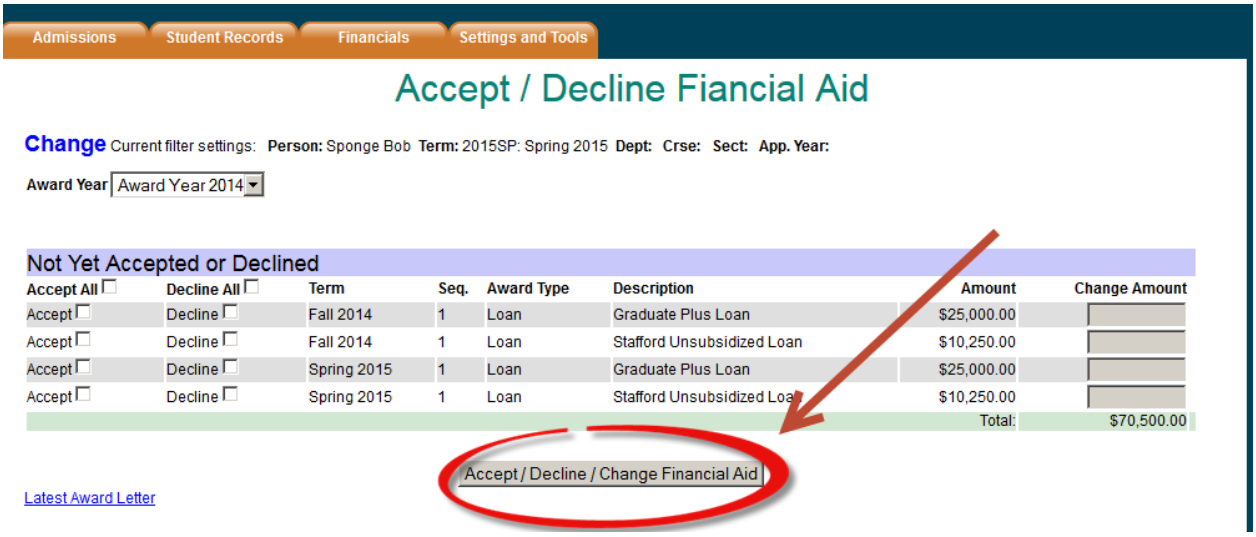
If you would like to decline all the financial aid loan awards then you can select "decline all."

You also have the option of accepting or declining some of the awards; simply select the "accept" or "decline" box next to the appropriate award.

You can change the amount you would like to receive from each award accordingly.

After you have accepted, declined and / or indicated award amount desired, then select "Accept / Decline Financial Aid."

You do not have to make a decision on all of your awards at once; you can go back and make changes as necessary. However, once a decision is made on a particular award in SIS you will have to e-mail the Financial Aid Director directly to make any changes.

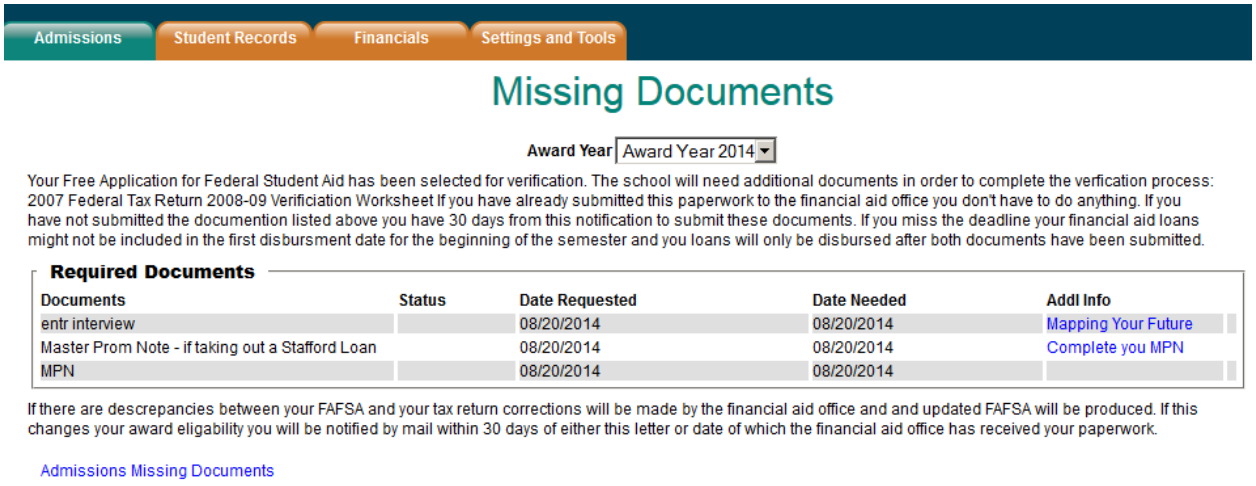


22. Missing financial aid documents

To make sure you have all of your financial aid documents completed, select Financials – Financial Aid – Missing Documents.

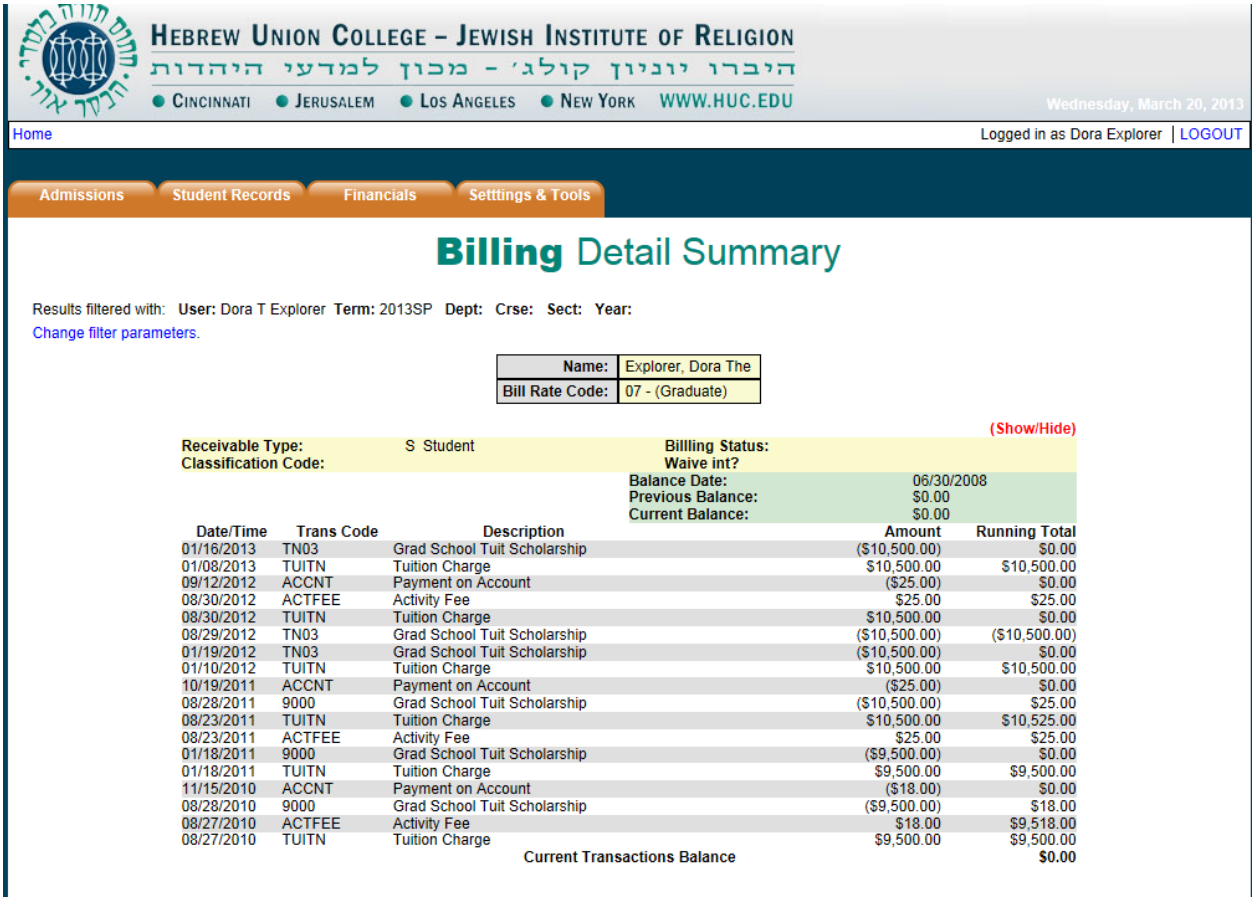
The Financial Aid office cannot complete your financial aid package until you have submitted all of your documents to them.

This is what the report looks like for a student who has not turned in all his/ her documents. Make sure to click on Award Year for the missing documents to appear.


Admissions
Student Records
Financials
Settings and Tools
Missing Documents
Award Year
Award Year 2014
Your Free Application for Federal Student Aid has been selected for verification. The school will need additional documents in order to complete the verfication process: 2007 Federal Tax Return 2008-09 Verification Worksheet If you have already submitted this paperwork to the financial aid office you don't have to do anything. If you have not submitted the documention listed above you have 30 days from this notification to submit these documents. If you miss the deadline your financial aid loans might not be included in the first disbursment date for the beginning of the semester and you loans will only be disbursed after both documents have been submitted.
Required Documents
Documents
Status
Date Requested
Date Needed
Addl Info
entr interview
08/20/2014
08/20/2014
Mapping Your Future
Master Prom Note - if taking out a Stafford Loan
08/20/2014
08/20/2014
Complete you MPN
MPN
08/20/2014
08/20/2014
If there are descrepancies between your FAFSA and your tax return corrections will be made by the financial aid office and and updated FAFSA will be produced. If this changes your award eligability you will be notified by mail within 30 days of either this letter or date of which the financial aid office has received your paperwork.
Admissions Missing Documents

23. Current tuition bill and tuition account detail

To view your current tuition bill for the semester, select Financials – Student Billing – Billing Detail Summary. This will give you the tuition for the current school year.



HEBREW UNION COLLEGE – JEWISH INSTITUTE OF RELIGION

CINCINNATI JERUSALEM LOS ANGELES NEW YORK WWW.HUC.EDU

Wednesday, March 20, 2013

Home | Logged in as Dora Explorer | LOGOUT

Admissions | Student Records | Financials | Setttings & Tools

Billing Detail Summary

Results filtered with: **User:** Dora T Explorer **Term:** 2013SP **Dept:** **Crse:** **Sect:** **Year:**

Change filter parameters.

Name:	Explorer, Dora The
Bill Rate Code:	07 - (Graduate)

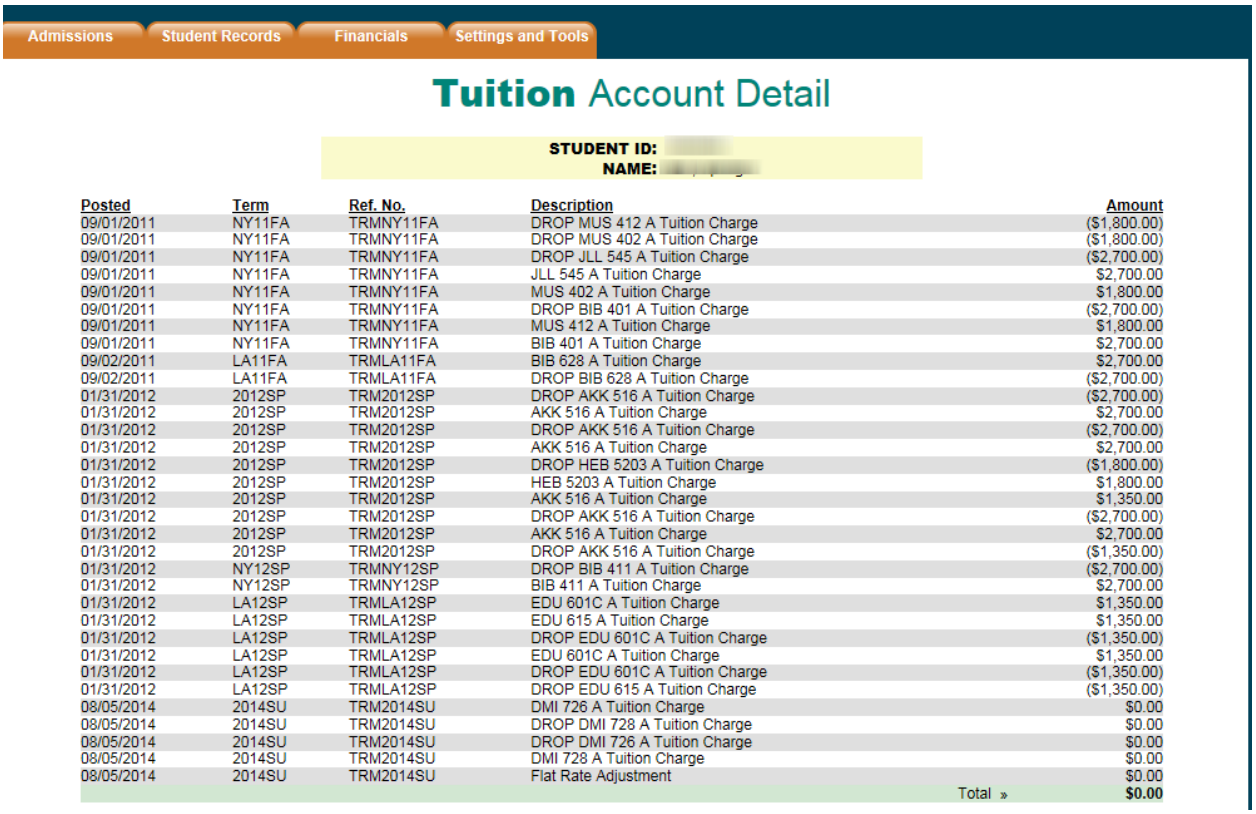
(Show/Hide)

Receivable Type: S Student **Billling Status:**
Classification Code: **Waive int?**

Balance Date: 06/30/2008
Previous Balance: $0.00
Current Balance: $0.00

Date/Time	Trans Code	Description	Amount	Running Total
01/16/2013	TN03	Grad School Tuit Scholarship	($10,500.00)	$0.00
01/08/2013	TUITN	Tuition Charge	$10,500.00	$10,500.00
09/12/2012	ACCNT	Payment on Account	($25.00)	$0.00
08/30/2012	ACTFEE	Activity Fee	$25.00	$25.00
08/30/2012	TUITN	Tuition Charge	$10,500.00	$0.00
08/29/2012	TN03	Grad School Tuit Scholarship	($10,500.00)	($10,500.00)
01/19/2012	TN03	Grad School Tuit Scholarship	($10,500.00)	$0.00
01/10/2012	TUITN	Tuition Charge	$10,500.00	$10,500.00
10/19/2011	ACCNT	Payment on Account	($25.00)	$0.00
08/28/2011	9000	Grad School Tuit Scholarship	($10,500.00)	$25.00
08/23/2011	TUITN	Tuition Charge	$10,500.00	$10,525.00
08/23/2011	ACTFEE	Activity Fee	$25.00	$25.00
01/18/2011	9000	Grad School Tuit Scholarship	($9,500.00)	$0.00
01/18/2011	TUITN	Tuition Charge	$9,500.00	$9,500.00
11/15/2010	ACCNT	Payment on Account	($18.00)	$0.00
08/28/2010	9000	Grad School Tuit Scholarship	($9,500.00)	$18.00
08/27/2010	ACTFEE	Activity Fee	$18.00	$9,518.00
08/27/2010	TUITN	Tuition Charge	$9,500.00	$9,500.00
		Current Transactions Balance		**$0.00**

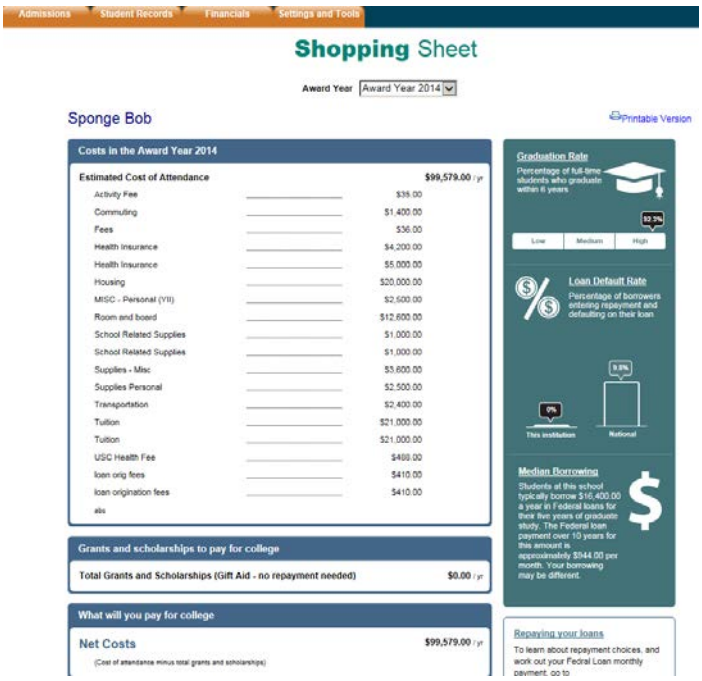
There is also the option to view your total tuition account detail by clicking on Financials – Student Billing – Tuition Account Detail. This will give you an overview of everything related to your fees while at HUC-JIR.



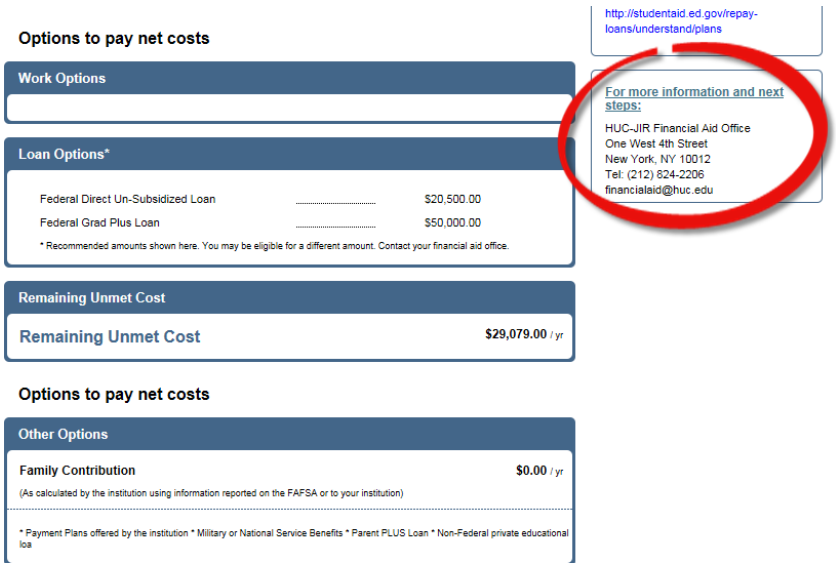
Posted	Term	Ref. No.	Description	Amount
09/01/2011	NY11FA	TRMNY11FA	DROP MUS 412 A Tuition Charge	($1,800.00)
09/01/2011	NY11FA	TRMNY11FA	DROP MUS 402 A Tuition Charge	($1,800.00)
09/01/2011	NY11FA	TRMNY11FA	DROP JLL 545 A Tuition Charge	($2,700.00)
09/01/2011	NY11FA	TRMNY11FA	JLL 545 A Tuition Charge	$2,700.00
09/01/2011	NY11FA	TRMNY11FA	MUS 402 A Tuition Charge	$1,800.00
09/01/2011	NY11FA	TRMNY11FA	DROP BIB 401 A Tuition Charge	($2,700.00)
09/01/2011	NY11FA	TRMNY11FA	MUS 412 A Tuition Charge	$1,800.00
09/01/2011	NY11FA	TRMNY11FA	BIB 401 A Tuition Charge	$2,700.00
09/02/2011	LA11FA	TRMLA11FA	BIB 628 A Tuition Charge	$2,700.00
09/02/2011	LA11FA	TRMLA11FA	DROP BIB 628 A Tuition Charge	($2,700.00)
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	($2,700.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	$2,700.00
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	($2,700.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	$2,700.00
01/31/2012	2012SP	TRM2012SP	DROP HEB 5203 A Tuition Charge	($1,800.00)
01/31/2012	2012SP	TRM2012SP	HEB 5203 A Tuition Charge	$1,800.00
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	$1,350.00
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	($2,700.00)
01/31/2012	2012SP	TRM2012SP	AKK 516 A Tuition Charge	$2,700.00
01/31/2012	2012SP	TRM2012SP	DROP AKK 516 A Tuition Charge	($1,350.00)
01/31/2012	NY12SP	TRMNY12SP	DROP BIB 411 A Tuition Charge	($2,700.00)
01/31/2012	NY12SP	TRMNY12SP	BIB 411 A Tuition Charge	$2,700.00
01/31/2012	LA12SP	TRMLA12SP	EDU 601C A Tuition Charge	$1,350.00
01/31/2012	LA12SP	TRMLA12SP	EDU 615 A Tuition Charge	$1,350.00
01/31/2012	LA12SP	TRMLA12SP	DROP EDU 601C A Tuition Charge	($1,350.00)
01/31/2012	LA12SP	TRMLA12SP	EDU 601C A Tuition Charge	$1,350.00
01/31/2012	LA12SP	TRMLA12SP	DROP EDU 601C A Tuition Charge	($1,350.00)
01/31/2012	LA12SP	TRMLA12SP	DROP EDU 615 A Tuition Charge	($1,350.00)
08/05/2014	2014SU	TRM2014SU	DMI 726 A Tuition Charge	$0.00
08/05/2014	2014SU	TRM2014SU	DROP DMI 728 A Tuition Charge	$0.00
08/05/2014	2014SU	TRM2014SU	DROP DMI 726 A Tuition Charge	$0.00
08/05/2014	2014SU	TRM2014SU	DMI 728 A Tuition Charge	$0.00
08/05/2014	2014SU	TRM2014SU	Flat Rate Adjustment	$0.00
			Total »	**$0.00**

24. Financial aid shopping sheet

This page allows you to get a realistic look at the cost of your college education for the current year. The first part of the "Shopping Sheet" is shown below. The information on the left side is your personal information and the information along the right side of the page gives you information such as HUC-JIR college's graduation rate and loan default.



Information regarding the Financial Aid office is located at the bottom of the "Shopping Sheet" as well.


Options to pay net costs
Work Options
Loan Options*
Federal Direct Un-Subsidized Loan $20,500.00
Federal Grad Plus Loan $50,000.00
* Recommended amounts shown here. You may be eligible for a different amount. Contact your financial aid office.
Remaining Unmet Cost
Remaining Unmet Cost $29,079.00 / yr
Options to pay net costs
Other Options
Family Contribution $0.00 / yr
(As calculated by the institution using information reported on the FAFSA or to your institution)
* Payment Plans offered by the institution * Military or National Service Benefits * Parent PLUS Loan * Non-Federal private educational loa
http://studentaid.ed.gov/repay-loans/understand/plans
For more information and next steps:
HUC-JIR Financial Aid Office
One West 4th Street
New York, NY 10012
Tel: (212) 824-2206
financialaid@huc.edu